

Code of Conduct

ASBA is dedicated to a harassment-free event experience for everyone.

Event Code of Conduct Policy

ASBA is dedicated to a harassment-free event experience for attendees. All participants including, but not limited to, attendees, ASBA staff, speakers, volunteers, exhibitors, and others are expected to adhere to the ASBA Event Code of Conduct. This Policy applies to all ASBA events.

Alcohol & Drug Use

In the current legislative environment, drug use is legal in many states; inappropriate behavior related to drug use will not be tolerated.

Many ASBA events serve both alcoholic and non-alcoholic beverages. ASBA expects participants at our events to drink responsibly. ASBA and/or the hosting event staff have the right to deny service to participants for any reason, and may require a participant to leave the event in the event of inappropriate or disruptive behavior associated with alcohol consumption.

Unacceptable Behavior

ASBA has zero-tolerance for any form of discrimination or harassment including, but not limited to, sexual harassment by participants at ASBA events. This includes:

- Harassment, intimidation, or discrimination of any form.
- Physical or verbal abuse of any attendee, ASBA staff, speaker, volunteer, exhibitor, hosting event staff, or other meeting guest.
- Unacceptable behaviors include, but are not limited to comments related to gender, sexual orientation, disability, physical appearance, body size, race, religion, national origin, inappropriate use of nudity and/or sexual images in public spaces or in presentations, or deliberate intimidation, unwanted photography/recording, threatening, or stalking of any attendee, ASBA staff, speaker, volunteer, exhibitor, hosting event staff, or other meeting guest.

Enforcement & Reporting

1. Participants asked to stop any harassing behavior(s) are expected to comply immediately.
2. ASBA reserves the right to take any action deemed necessary and appropriate, including immediate removal from the meeting without warning or refund, in response to any incident or unacceptable behavior, and ASBA reserves the right to prohibit attendance at any future meeting.
3. If you experience harassment or hear of any incidents of unacceptable behavior, ASBA asks that you contact a staff member, who can be identified by the "staff" ribbon on their badge, and ask for Fred Stringfellow, Executive Director, so that appropriate action can be taken.

Staff Procedures

Reporting: Internal Procedures for Staff

1. Any member of staff can issue a verbal warning to a participant that their behavior violates the event's anti-harassment policy. Warnings should be reported to the Executive Director as soon as possible and include: Identifying information (name of participant), time the warning was issued, behavior that was in violation, approximate time of behavior (if at a different time than the warning), circumstances surrounding the incident, and other people involved in the incident.
2. Reporting
 - i. When taking a personal report, staff should find a space that is safe and that cannot be overheard. Recommended that one other staff member or ASBA Board member be present as a witness to the report. Staff will not ask the individual to confront anyone and the individual's identity will remain with event staff only.
3. Presentations
 - a. Presentations or similar events should not be stopped for one-time gaffes or minor problems, although a staff member should speak to the presenter afterwards. However, staff should take immediate action to politely and calmly stop any presentation or event that repeatedly or seriously violates the anti-harassment policy.
4. Expulsion
 - a. A participant may be expelled for material breaches of appropriate meeting conduct, of which the following circumstances are examples:
 - i. A second offense resulting in a warning from staff
 - ii. Continuation of the harassing behavior after being directed with "No" or "Stop" instructions.
 - iii. A pattern of harassing behavior, with or without warnings
 - iv. A single serious offense (e.g. punching or groping someone)
 - v. A single obvious intentional offense (e.g. taking up-skirt photo)