

# AFA Event Code of Conduct

The AFA community is made up of a network of people with a common agenda and interests, who collaborate by sharing ideas, information, and resources. It is of the utmost importance to the AFA, that each and every person attending one of our events and conferences has a positive and rewarding experience, and to that end, we invite all members, partners, volunteers, speakers, vendors, and others ("Attendees") to help us realize a safe, respectful, and positive experience for everyone. When you attend an event hosted by the AFA, you are contributing to the overall experience, which makes us all accountable to each other.

The AFA has established this Event Code of Conduct to provide guidelines to Attendees and to ensure that all Attendees understand what behaviour is expected, and what behaviour will not be tolerated at an AFA event. The AFA expects all Attendees to abide by this Event Code of Conduct at all events. This Event Code of Conduct applies to all physical events, online communities and through social media platforms.

The AFA is dedicated to providing an harassment-free and inclusive event experience for everyone regardless of gender identity and expression, sexual orientation, disabilities, neurodiversity, physical appearance, body size, ethnicity, nationality, race, age, or religion.

## *Expected Behaviour*

The AFA expects that all event Attendees will:

- Be considerate and respectful to each other.
- Refrain from any harassing, discriminatory or demeaning conduct.
- Alert a member of AFA management, or the AFA Board, if they are being harassed or feel uncomfortable, or if they observe that someone else is being harassed, or have any other concerns about conduct that violates this AFA Event Code of Conduct.
- Comply with all rules, policies and procedures of the facilities at which any event is being held.
- Comply with all applicable laws and regulations in the state where the event is being held.
- Comply with directions from AFA senior management and AFA Board members.

## *Unacceptable Behaviour*

Unacceptable behaviour from any Attendee will not be tolerated. Unacceptable behaviour includes, but is not limited to:

- Intimidating, harassing, abusive, discriminatory, derogatory, or demeaning speech, materials, or conduct by any Attendee at the event and related event activities. Many event venues are shared with members of the public; please be respectful to all patrons of these locations.
- Violence, threats of violence, or violent language directed against another person.
- Sexist, racist, homophobic, transphobic, or otherwise discriminatory jokes and language.
- Personal insults, particularly those related to gender, sexual orientation, race, religion, or disability.
- Inappropriate photography or recording, and the publishing of such content.
- Encroaching on another individual's personal space that makes them feel unsafe or uncomfortable.
- Failure to obey any rules or regulations of the event venue.

## *Reporting Procedure*

If any Attendee believes they or another Attendee has been subject to conduct that violates this Event Code of Conduct, or witnesses such conduct, they should report the violation to a member of AFA's senior management, the AFA Board or event staff while on-site at the event or as soon after the event as possible. Any member of event staff who receives such a report or who witnesses inappropriate conduct must notify a member of AFA senior management or AFA Board member on site at the event, as soon as possible. All reported concerns will be treated seriously and investigated promptly. All Attendees are expected to cooperate fully and honestly with any investigation.

## *Consequences of Unacceptable Behaviour*

Unacceptable behaviour will not be tolerated. Anyone asked to stop unacceptable behaviour is expected to comply immediately. If an Attendee engages in unacceptable behaviour, the AFA may take any action it deems appropriate, including warning or expelling the offender from the event without a refund of any applicable registration fee. For more egregious behaviour, the AFA will investigate the matter in accordance with the disciplinary procedures set out in the AFA By-Laws (available on the AFA website).

## *No Retaliation*

The AFA will not tolerate any actual or attempted reprisals or retaliation against individuals who raise a concern that this Event Code of Conduct has been violated, or who participate in the investigation of such a concern. The AFA takes all allegations of harassment and discrimination seriously and is committed to ensuring an event environment that is free of any harassment or discriminatory activities.

