CODE OF CONDUCT POLICY FOR MEMBERSHIP ASSOCIATION MEETINGS
Approved by Council December 2021

1. Purpose
SGIM is committed to promoting diversity, which is expressed in myriad forms. Some examples include race and ethnicity, gender and gender identity, sexual orientation, socioeconomic status, language, culture, national origin, religious commitments, age, (dis)ability status, and political perspective.

This Code of Conduct Policy outlines our expectations for all those who participate in any SGIM virtual or in-person meeting as well as the consequences for unacceptable behavior.

We expect all participants in SGIM meetings to create safe and positive experiences for everyone. In doing so, we forge the best possible environment to advance SGIM’s mission and support our core values. This policy is intended to prevent harassment and other misconduct.

“Participant” in this policy refers to anyone present at an SGIM-sponsored National, Regional, or other meeting, including staff, contractors, vendors, exhibitors, venue staff, members, and any other attendees.

2. Expected Behavior
We expect all participants at SGIM meetings (attendees, members, vendors, exhibitors, contractors, staff, and venue staff) to abide by this Code of Conduct Policy in all venues at SGIM National, Regional or other Society meetings, including ancillary events and official and unofficial social gatherings. The following is not an exhaustive list but is meant to guide attendees in interactions.

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<thead>
<tr>
<th>EXPECTED BEHAVIOR...</th>
<th>UNACCEPTABLE BEHAVIOR</th>
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<tbody>
<tr>
<td>• Demonstrate respect and consideration for all people.</td>
<td>• Engage in biased, demeaning, intimidating, coercive, or harassing/hostile conduct or commentary, whether seriously or in jest (e.g., based on power differential, actual or perceived gender [sex, identity, expression], sexual orientation, race, ethnicity or national origin, religion, marital status, veteran status, age, body size or other physical appearance, disability, or other identities). This is the opposite of respect and welcoming conduct.</td>
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<td>• Listen well to others. Make room for a diversity of voices in group discussions, on panels, and the like. Facilitators invite but be sensitive not to pressure those who have not communicated to do so.</td>
<td>• Engage in personal attacks.</td>
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<td>• Be collaborative. Be mindful not to exert dominance over others. Consider the effect of relationship, position, experience, and privilege power differentials, and other factors to avoid dominance.</td>
<td>• Intentionally talk over or interrupt others.</td>
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<td>• Demonstrate that differing perspectives are valued — critique ideas (not people).</td>
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4. **Consequences of Unacceptable Behavior**

Unacceptable behavior from any participant at an SGIM meeting will not be tolerated.

If a participant engages in unacceptable behavior, SGIM may take any action they deem appropriate, including removal from an SGIM National, Regional or other meeting (without refund) at which the harassment occurred. **Egregious violations will result in more severe sanctions.**

5. **Determining a violation**

- SGIM has designated fact finders to understand the complaint, context and extenuating circumstances.
- SGIM has a Senior Officer who is responsible for immediate decisions (such as what to do during the meeting period).
- SGIM has a body with Oversight Authority to review anything more than a simple complaint. This body can make decisions during the meeting period and after the meeting period. This body ensures fair and consistent decisions and is careful to avoid unwarranted defamation.
- Consequences may include encouragement to participate in a non-punitive, restorative process or community-building option.
- We will follow the principles of due process.

6. **If You Are Subject to or Witness Unacceptable Behavior**

- Demonstrate welcome for a diversity of individuals and their identities — pay attention to whether individuals of many identities and roles are included on panels, leading sessions, being called on when they raise their hands, and having their points considered.
- Report conduct concerns to a Meeting official so that concerns can be addressed responsibly and timely.
- Respect confidentiality of the identities of any individuals involved in a conduct concern, while it is being reviewed and addressed.
- Answer questions about conduct concerns in a forthright and complete manner (e.g., when registering or during a review of concerns); and
- Immediately comply if any leader or facilitator of an activity/session, any official of the venue, or any Society official directs a participant to stop a behavior or comment. Please comply when directions are made to implement this Policy or the venue’s policies. After Participants comply, they may raise any questions or concerns to a Meeting Official.
- Retaliate against or disadvantage anyone for reporting a conduct concern or assisting in its resolution. Do not make bad faith accusations.
- Disrupt the meeting or engage in violence, threats of violence, harm or threats of harm of any kind. Do not create/contribute to a safety threat or an unsafe or exclusionary situation. Firearms, knives and other weapons are not allowed at Society meetings unless specifically allowed by local laws;
- Invade the personal privacy of individuals, at times or in places where people can reasonably expect privacy. Meeting participants should not view, photograph, audio- or visual- record, or distribute photographs or recordings of, individuals (in any medium) where privacy can reasonably be expected.
If you are being harassed, notice that someone else is being harassed, or have any other concerns, please contact one of the Meeting Contacts immediately. A Meeting Contact can be identified by a badge with a purple flag. You may also report using this online form: https://tinyurl.com/SGIMReportForm

If possible, provide the following information, preferably in writing:
- Identifying information (name/badge ID, appearance) of the participant about whom you have the concern;
- The behavior that was in violation;
- The approximate time of the behavior (if different than the time the report was made);
- The circumstances surrounding the incident;
- Other people involved in or witnessing the incident.

The Meeting Contacts are trained on how to deal with the incident and how to further proceed with the situation.

If needed or requested, Meeting Contact will help participants contact venue security or local law enforcement, provide escorts, or otherwise assist those experiencing harassment to feel safe for the duration of the Meeting.

7. Confidentiality

If the person raising the concern, any identified individual target, or the accused (each an “individual most directly involved”) or a particular witness asks the Meeting Contact for confidentiality of their identity while the concern is being addressed, reasonable steps will be taken to do so.

But the Society will not maintain confidentiality, if in its judgment and discretion, safety or law, an investigation, determination of a violation, or removal of a Participant from the meeting requires otherwise. Anyone who receives information during an investigation, however, must maintain its confidentiality. Failure to do so is a serious violation of this Policy, as is retaliation against any identified individual target, witness, or anyone who raises or helps resolve a conduct concern.

8. Investigations and Appeals

If you are accused of or being investigated for unacceptable behavior, this complaint will be processed fairly. You may contact SGIM CEO or Deputy CEO to describe your perspective.

Any grievances will be handled in accordance with our existing governing policies. [SGIM BYLAWS]