

# MBA Conference, Meeting and Event Code of Conduct

MBA is committed to creating and maintaining an engaging and productive conference, meeting and event environment, in which all individuals are treated with respect and dignity, and one that is welcoming and free from any form of harassment, discrimination or other inappropriate conduct. This Conference, Meeting and Event Code of Conduct (“Event Code of Conduct”) applies to and guides everyone who participates in or attends MBA conferences, meetings or events, including members, non-members, employees, speakers, sponsors, vendors, contractors, volunteers and other guests (“Attendees”). MBA wants to ensure that all Attendees understand what behavior is expected and what behavior will not be tolerated at, or in the environment of, an MBA conference, meeting or event. This Event Code of Conduct covers conduct that occurs during a conference, meeting or event, as well as conduct that may occur outside of the actual conference, meeting or event schedule. This Event Code of Conduct is intended to cover any conduct engaged in by an Attendee, regardless of whether such conduct is directed at another Attendee or at a non-Attendee. The facilities covered by this Event Code of Conduct include any venue, hotel, meeting room or MBA office location where an MBA-sponsored conference, meeting or another type of event takes place, as well as at off-site locations where conference-related social or other events take place. For this Event Code of Conduct, MBA-sponsored conferences, meetings and other events will be referred to as “Events” in the plural and “Event” in the singular.

## EXPECTED CONDUCT

MBA expects that Attendees will:

- Be considerate and respectful to each other and to others they interact with;
- Refrain from harassing, discriminatory or inappropriate conduct; and
- Alert a member of MBA management or staff if they observe any conduct that violates this Event Code of Conduct.

## UNACCEPTABLE CONDUCT

MBA expressly prohibits harassment and discrimination based on race, color, religion, national origin, sex, age, pregnancy, genetic information, military and veteran status, marital status, personal appearance, gender identity or expression, sexual orientation, disability or perceived disability (physical or mental), family responsibilities, political

affiliation or any other legally protected characteristic.

Examples of conduct prohibited by this Event Code of Conduct include, without limitation:

- Sexist, racist, homophobic or other discriminatory jokes, slurs, insults or comments;
- Unwelcome sexual advances, whether verbal or physical;
- Display of sexualized images;
- Stalking, whether in person or online;
- Threatening or intimidating language or physical conduct, including any verbal or physical altercation; and
- Inappropriate photography or recording without consent.

## REPORTING PROCEDURE

If any Attendee believes s/he or another Attendee has been subject to conduct that violates this Event Code of Conduct, or witnesses such conduct, s/he should report the violation to a member of MBA management or staff while on-site at the event or as soon after the event as possible. Any member of MBA Event staff who receives such a report or who witnesses inappropriate conduct must notify a member of MBA management on site at the event or contact the Human Resources Department or the Office of the General Counsel, 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

Attendees asked to stop any conduct that MBA deems contrary to this Event Code of Conduct are expected to comply immediately. At MBA's sole discretion, violations of this Event Code of Conduct may result in immediate removal from, or denial of access to, the MBA sponsored Event without a refund of any applicable registration fees, and/or disqualification from attendance at future Events.

## NO RETALIATION

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