

# CASC Annual Conference Code of Conduct

**This Code of Conduct is essential to promoting diversity and creating an inclusive, supportive, and collaborative environment for all peoples.**

CASC is committed to providing a safe, productive and welcoming environment for all conference participants and support staff and volunteers. All participants including, but not limited to, attendees, speakers, volunteers, exhibitors, CASC staff, service providers and others are expected to abide by this CASC Annual Conference Code of Conduct.

This Code of Conduct applies to all CASC conference-related events including those sponsored/hosted by organizations other than CASC but held in conjunction with CASC events in public or private facilities as well as interactions that take place as part of social activities.

## **Expected Behavior**

- Be considerate, respectful, and collaborative.
- All attendees, CASC staff, Host staff and vendors are treated with respect and consideration, valuing diverse views and opinions.
- Be mindful of your surroundings and your fellow attendees.
- Communicate openly with respect for others, critiquing ideas rather than individuals.
- Respect the rules and policies of the meeting venue, hotels, CASC contracted facility or any other platform.
- Avoid personal attacks directed toward other attendees, participants, CASC staff and suppliers/vendors.
- Alert CASC staff or Host staff if you notice a dangerous situation or someone in distress.

## **Unacceptable Behavior**

- Examples of unacceptable behaviour include, but are not limited to, verbal comments related to gender, gender identity and expression, sexual orientation, ability, physical appearance, race, religion, national origin, as well as inappropriate use of nudity and/or sexual images in public spaces or presentations, and threatening or stalking any attendee, speaker, volunteer, exhibitor, CASC staff member, Host staff member, service provider or others.
- Harassment, intimidation or discrimination in any form will not be tolerated.
- Physical or verbal abuse of any attendee, speaker, volunteer, exhibitor, CASC staff member, Host Staff member, service provider or other guests will not be tolerated.

- Please respect all individuals who request not to be photographed. Recording or taking photography of another individual's presentation without their explicit permission is not allowed.
- Disruption of talks at oral or poster sessions, in the exhibit hall, online or at other events organized by CASC and the Conference Host at the meeting venue, hotels, or other CASC contracted facilities is not allowed.

### **Consequences**

- Anyone requested to stop unacceptable behaviour is expected to comply immediately.
- CASC staff (or their designee) or security may take any action deemed necessary and appropriate, including immediate removal from the meeting without warning or refund.
- CASC reserves the right to prohibit attendance at any future conferences or other CASC social and professional development events.

### **Reporting Unacceptable Behavior**

- If you are the subject of unacceptable behaviour or have witnessed any such behaviour, please immediately notify a CASC staff member (or their designee).
- Notification should be done by contacting a CASC staff member on-site or email your concern to [info@casc-accs.com](mailto:info@casc-accs.com). All reports will be treated seriously and responded to promptly. Confidentiality will be maintained to the extent that it does not compromise the rights of others.
- Anyone experiencing or witnessing behaviour that constitutes an immediate or serious threat to public safety is advised to either tell a security guard or locate a house phone and ask for security.
- Reporting should never be done via social media.

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