

## **CGA-IGC Code of Conduct Policy**

### **1. Purpose**

The CGA-IGC's Code of Conduct policy is meant to ensure that the CGA-IGC strives to be a multi-disciplinary organization that is inclusive to all individuals and provides a collegial, respectful, and safe environment for participants in all CGA-IGC related events. These pillars should be upheld regardless of an individual's race, ethnicity, national origin, citizenship status, age, religion, disability status, gender, gender identity, sexual orientation, genetic information, physical appearance, professional role or other personal characteristics.

### **2. Scope**

The Code of Conduct policy applies to all participants at all CGA-IGC sponsored events that are in-person, virtual, or conducted in a hybrid format.

"Participant" in this policy refers to anyone present at CGA-IGC sponsored events including members, speakers, attendees, vendors, exhibitors, contractors, guests, media and staff.

"Event" in this policy refers to any CGA-IGC sponsored event including, but not limited to, the annual meeting and all activities associated with this meeting, webinars, committee meetings, executive council meetings, retreats, and one-on-one communication about CGA-IGC related matters.

### **3. Expected behavior**

All participants at all CGA-IGC events are expected to:

- Be respectful and considerate of others
- Treat others with inclusivity
- Refrain from use of demeaning, discriminatory, intimidating, or harassing speech or behavior
- Respect the rules and/or policies of any venue hosting a CGA-IGC event
- Ensure that any presented material (verbal or visual) is professional and does not include material that could be deemed offensive by any group

### **4. Unacceptable behavior**

Unacceptable behavior for participants at all CGA-IGC events includes, but is not limited to:

- Intimidating, harassing, abusive, discriminatory, derogatory or demeaning speech or actions by any participant at a CGA-IGC event
- Harmful or prejudicial verbal or written comments or visual images related to race, ethnicity, national origin, citizenship status, age, religion, disability status, gender, gender identity, sexual orientation, genetic information, physical appearance, professional role or other personal characteristics
- Inappropriate, unnecessary, or irrelevant use of nudity and/or sexually suggestive images
- Deliberate intimidation, stalking or following
- Harassing photography or recording
- Sustained disruption of talks or other events
- Unwelcome and uninvited attention or contact
- Physical assault
- Real or implied threat of physical harm
- Real or implied threat of professional or financial damage or harm
- Retaliation toward someone for reporting a violation of the Code of Conduct

- Failing to stop an unacceptable behavior when requested to do so

## **5. Reporting unacceptable behavior by recipients and witnesses**

Contact law enforcement immediately if your safety is threatened or violated, or you observe a situation where others' safety is threatened or violated. Alert a CGA-IGC Executive Council member or Staff member if you are subject to or witness a violation of this Code of Conduct.

All reports will be treated seriously and responded to as promptly as possible.

When reporting an incident, if possible, provide the following information by emailing [cga@pacemedcom.com](mailto:cga@pacemedcom.com):

- Identifying information (name, appearance) of the participant conducting the unacceptable behavior
- 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

## **6. Consequences of unacceptable behavior**

Unacceptable behavior from any participant at a CGA-IGC event, will not be tolerated. All reports will be reviewed by the CGA-IGC Executive Council, and may also include investigation of the situation reported as well as an opportunity to hear from any individuals accused to have engaged in unacceptable behavior. Should a complaint be filed by or refer to a member of the Executive Council, that individual will be recused for all deliberations, decision-making and voting.

If a participant engages in unacceptable behavior, the CGA-IGC reserves the right to take any action the CGA-IGC deems appropriate up to and including removal of an individual from a CGA-IGC event without warning or refund, prohibiting an individual from attending future CGA-IGC events, cancelation of and prevention of future CGA-IGC membership, rescinding and/or preventing election to leadership positions within CGA, and other actions that CGA-IGC deems necessary.

A record of all disciplinary action shall be maintained in the CGA-IGC records.