

CPDD Code of Conduct Policy Attestation and Affirmation - Update 01.17.2024

CPDD is committed to providing a safe and productive meeting environment that fosters open dialogue and the exchange of scientific ideas, promotes equal opportunities and respectful treatment of all participants, and is free of harassment and discrimination. This policy applies to all CPDD-sponsored events and the policies herein apply to all attendees, speakers, presenters, exhibitors, staff, contractors, volunteers, and guests at the meeting and related events. Participants are expected to treat others with respect and consideration, follow venue rules, and alert staff or security of any dangerous situations or anyone in distress. Speakers and presenters are expected to uphold standards of scientific integrity and professional ethics.

Who is Bound by this Code? This policy applies to all CPDD-sponsored and affiliated events, and the policies herein apply to all attendees, speakers, presenters, exhibitors, staff, contractors, volunteers, and guests at the meeting and related events.

What is Harassment? Prohibited harassment includes verbal, physical, and visual conduct that creates an intimidating, offensive, or hostile environment. Harassing conduct can take many forms and includes, but is not limited to, the following: slurs, epithets, derogatory comments, insults, degrading or obscene words, jokes, demeaning statements, offensive gestures, or displaying derogatory or demeaning pictures, drawings, or cartoons based upon an individual's sex, race, color, national origin, religion, age, physical or mental disability, perceived disability, ancestry, marital status, sexual orientation, or any other basis protected by federal or pertinent state laws or local ordinances.

Sexually harassing conduct in particular includes all of these prohibited actions, as well as other unwelcome conduct that is sexual in nature, such as unwanted sexual advances; lewd propositions or innuendos; leering; making sexual gestures; making sexually suggestive or graphic comments or engaging in inappropriate sexually-oriented conversation; displaying sexually suggestive objects, graphics, pictures, or posters, whether physically or over the Internet; making or using derogatory comments, epithets, slurs or jokes; the sexual touching or display of one's own body; or unwanted physical touching or assault, as well as impeding or blocking movements.

Sexually harassing conduct can be by a person of either the same or opposite sex. It is a violation of this policy for males to sexually harass females or other males, and for females to sexually harass males or other females. Conduct that begins as consensual in nature may become harassment if one party withdraws his or her consent. Sexual or other harassment prohibited by this policy is unacceptable and will not be tolerated.

The above list of prohibited behaviors is not a complete rendering of what may be deemed sexual or other harassment prohibited by this policy. It is difficult to define every action or word that could be interpreted as harassment. However, CPDD has a "zero tolerance" policy toward discrimination and all forms of harassment. CPDD reserves the right to discipline meeting participants who engage in any inappropriate conduct, even if it is not specifically referred to or defined in this Code, or is not legally actionable as sexual or any other form of harassment.

Prohibited Conduct: Prohibited conduct at CPDD meetings includes, but is not limited to:

1. harassment based on sex, race, color, personal appearance, national origin, religion, age, physical disability, mental disability, perceived disability, ancestry, marital status, sexual orientation, or any other basis protected by federal or pertinent state laws;
2. demeaning comments or harassment about a person's professional status, qualifications, or affiliations;
3. sexual harassment, as defined as outlined in this document;
4. abusive conduct that has the purpose or effect of unreasonably interfering with another person's ability to benefit from and enjoy or participate in the meeting, including social events related to the meeting and sponsored by CPDD;
5. undue or excessive interruption of any event, speaker, or session; and

6. violence or threats of violence.

Reporting Harassment: CPDD is committed to supporting a productive and safe working environment for everyone at CPDD meetings or events. Anyone who feels unsafe at a CPDD meeting or event should use a venue phone and ask for security. Persons experiencing or witnessing harassment – or wrongful conduct of any kind -- are encouraged to report it by one of the methods listed below and providing as many details as possible. **People reporting a code violation may choose to share their own identity. Reports may also be made anonymously.** Of note, CPDD may be able to investigate and handle a complaint more effectively if the identities of both the alleged victim and harasser are known.

EMERGENCY situations:

Call Police at 9-1-1

NON-EMERGENCY situations:

For situations with *no* immediate danger, contact:

1. A Parthenon Management Group (PMG) representative: Jesse Howard (jhoward@parthenonmgmt.com, 615-324-2361); or Sarah Timm (stimm@parthenonmgmt.com, 615-324-2374).
2. By entering the complaint on the web page on the CPDD website <https://cpdd.org/meetings/current-meeting/cpdd-misconduct-harassment-reporting-form/>.

Documenting Code of Conduct Violation Reports: All Code of Conduct violation reports are compiled and documented by PMG. The website moderator at PMG will receive incoming complaints and will notify Sarah Timm and Jesse Howard upon receipt of any complaint. The PMG representative will document the code violation report in a confidential centralized database. This confidential database is maintained, accessed, and updated by PMG with all complaints received by PMG in any form (verbal, written, online) during or after the meeting. The PMG representative (Jesse Howard) will forward each code violation report to the Code of Conduct Committee immediately for review. The Committee will acknowledge receipt of the complaint within 24 hours of being made aware of the complaint.

Follow-Up & Investigation: CPDD's Code of Conduct Committee will process received complaints and take appropriate action. During a meeting or event that responsibility may be delegated to a CPDD official or other representative. The timeframe of the actual investigation may vary depending on the severity of the incident and other factors and will be completed as soon as possible.

An investigation will be conducted as appropriate, based upon the nature of the complaint. In most situations, the PMG representative will first contact the individual filing the report to discuss the complaint details, unless the report is anonymous. The PMG representative may also contact the alleged offender, if needed. The findings will be summarized in writing and shared with the Code of Conduct Committee. Findings will then be reported to the CPDD Executive Office and the Executive Committee.

CPDD will take action when appropriate to protect the safety and well-being of its members and other meeting attendees. Actions may include removing an individual from a meeting or event without warning, prohibiting an individual from attending future CPDD meetings, and/or rescinding CPDD membership. CPDD may also contact law enforcement authorities if it appears that laws were broken.

No Retaliation: Retaliation against a person reporting harassment is also a violation of this policy. It is also a violation to report an incident in bad faith. CPDD will take action against any person found to be committing a willful violation.