

CPDD Code of Conduct Policy

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 treatment for 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, 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 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, exhibitors, staff, contractors, volunteers, and guests at the meeting and related events.

What is Harassment? Harassment includes speech or behavior that is not welcome or is personally offensive, whether it is based on sex, gender (including gender identity and gender expression), race, color, national origin, religion, age, physical or mental disability, perceived disability, ancestry, marital status, sexual orientation, political beliefs, or any other basis protected by federal or pertinent state laws. It includes stalking, unwelcome touching, verbal harassment, physical intimidation, statements of a sexual nature, bullying, cyberbullying and unwelcome attention.

Behavior that is acceptable to one person may not be acceptable to another. Harassment expressed in a joking manner may still be harassment, and is therefore unacceptable behavior. Retaliation for reporting harassment is also a violation of this policy, as is reporting an incident in bad faith.

Reporting Harassment: CPDD is committed to supporting a productive and safe working environment for everyone at a meeting or event. Anyone feeling unsafe 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. Reports may be made anonymously, although CPDD can investigate and handle a complaint more effectively if the identities of both the alleged victim and harasser are known.

EMERGENCY situations:

Contact security at the event venue: JW Marriott Hill Country: Use venue phone and dial 6660

Other venues: Call Police at 9-1-1

NON-EMERGENCY situations:

For situations with *no* immediate danger, contact:

(1) Ellen Geller, CPDD's Director of the Executive Office:

Email: gellerellen@gmail.com; Phone/text: [\(267\) 257-5395](tel:(267)257-5395)

(2) Loretta Finnegan, M.D., CPDD's Executive Officer:

Email: finnegal337@gmail.com; Phone/text: [\(301\) 908-8898](tel:(301)908-8898)

(3) A FROSCHE representative if the complaint is made during the annual meeting:

- Jana Atlas: Email: jana.atlas@frosch.com; Phone/text: 650-400-3057
- Julie Barceloux: Email: Julie.Barceloux@frosch.com; Phone/text: 206-617-2243

*If emailing, use “**CODE OF CONDUCT**” in subject line

(4) You may also enter the complaint on the CPDD website <https://cpdd.org/cpdd-misconduct-harassment-reporting-form/> FROSCHE representatives and website moderators will monitor this site and notify the Code of Conduct committee. CPDD will strive to respond to the complaint within 24 hours of learning of the complaint.

Follow-Up & Investigation:

CPDD's Code of Conduct Committee will be responsible for processing received complaints, initiating an investigation, and taking appropriate action. During a meeting or event that responsibility may be delegated to a CPDD official or FROSCH representative.

If a report is received on the CPDD website by someone who identified themselves as being willing to be contacted, a member of the Conduct Committee will follow up. If an anonymous report is received, Ellen Geller (Director of the Executive Office) will forward it to both the Code of Conduct Committee and the Executive Committee.

An investigation will be conducted as appropriate, based upon the nature of the complaint. In most situations, the investigator will discuss the complaint details first with the individual filing the report, and may also contact the alleged offender. Findings will 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/event without warning, prohibiting an individual from attending future CPDD meetings, and/or rescinding 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.