



ASHP Event Code of Conduct

Purpose

ASHP aims to be inclusive to the largest number of contributors having the most varied and diverse backgrounds as possible. As such, ASHP is committed to providing a collegial, safe and welcoming environment in which all individuals are treated with respect and dignity.

This Event Code of Conduct (the “Code of Conduct”) outlines ASHP’s expectations for all who participate in ASHP meetings and events, as well as the potential consequences for behavior which violates this Code of Conduct. ASHP expects that all participants in ASHP events act to ensure safe and positive experiences for all event participants.

This Code of Conduct defines “Participant” as anyone connected in any manner with an ASHP event, including those not physically present at an event, as well as those individuals who are present at ASHP events, including, but not limited to, ASHP staff, ASHP Board members, ASHP members, contractors, vendors, exhibitors, venue staff and all attendees.

THIS EVENT CODE OF CONDUCT IS NOT INTENDED TO AND SHOULD NOT PREVENT OR SUPERSEDE THE CONTACTING OF SECURITY OR LAW ENFORCEMENT PERSONNEL IN CIRCUMSTANCES WHICH WOULD WARRANT SUCH ACTIONS.

Expected Behavior

ASHP expects all Participants to abide by this Code of Conduct in all venues associated with its events, including at ancillary events as well as at official and unofficial social gatherings. As such, it is expected that Participants will:

- Exercise consideration and respect in their actions and speech
- Refrain from discriminatory, harassing and demeaning behavior and speech
- Alert ASHP staff to violations of this Code of Conduct

Unacceptable Behavior

Unacceptable behaviors include face-to-face conduct or social media/electronic postings which include or are characterized by:

- Intimidating, harassing, abusive, or discriminatory actions or speech
- Derogatory verbal or written comments or images related to gender, sexual orientation, sexual preference, gender identity, race, ancestry, religion, national origin, disability or age
- Inappropriate use of nudity and/or sexual images in public spaces, including, but not limited to, exhibit halls
- Deliberate intimidation or stalking
- Harassing photography, recording or electronic communications
- Unwelcome and uninvited attention or physical contact
- Real or implied threat of physical harm
- Real or implied threat of professional or financial harm

Consequences of Unacceptable Behavior

Unacceptable behavior by any Participant will not be tolerated. Any individual who is asked to stop such unacceptable behavior will be expected to comply immediately. If a Participant continues to engage in unacceptable behavior, ASHP may take any lawful action it deems appropriate, including, but not limited to, the removal of such individual from the event venue as well as the imposition of a permanent ban on such individual from participation in any future ASHP events.

If You Are the Target of Unacceptable Behavior

If you are the target of unacceptable behavior or have any other concerns related to witnessing unacceptable behavior, please contact a member of the ASHP staff immediately. Staff may be identified by their ASHP logo wear and name badges. In addition, and if possible, ASHP requests to be provided with the following information in writing:

- Identifying information of the individual engaging in the unacceptable behavior
- A description of the unacceptable behavior
- The approximate time and place of the behavior
- Identification of any other persons involved in or witnessing the behavior

If necessary or if requested, ASHP staff will contact venue security and local law enforcement, provide escorts, and will otherwise take all steps reasonably necessary to ensure that any affected individual feels safe for the duration of the event.

Grievances

Anyone who believes that he or she has been falsely or unfairly accused of violating this Code of Conduct should notify ASHP and provide a concise statement of grievance. All grievances will be fully investigated.

ASHP Event Code of Conduct

Procedure for Enforcement

Introduction

The safety of Participants at ASHP events begins with all Participants being apprised of and understanding the Code of Conduct, as well as making every effort to prevent and stop the occurrence of unacceptable behavior. Handling violations of the ASHP Code of Conduct requires quick and decisive action to restore a sense of safety for the targets and any witnesses of the unacceptable behavior.

If You Witness a Violation of the Code of Conduct

Any ASHP staff member who witnesses a violation of the Code of Conduct should immediately contact the ASHP Vice President, Office of Professional Development and the ASHP General Counsel. If neither is present at the event, then the staff member should contact any ASHP Vice President who is present at the event. In addition, the ASHP staff member should advise the violator that the behavior violates the ASHP Code of Conduct, and request that the behavior stop immediately. If present at the event, the ASHP Vice President, Office of Professional Development and the ASHP General Counsel should proceed to the location of the incident as soon as possible in order to take any action required to manage the situation. The ASHP General Counsel should draft a report of the incident in substantially the format of the attached Incident Report. The report should include the following information:

- Name, badge number, if any, and contact information of the violator and of the target of the unacceptable behavior
- Description of the unacceptable behavior
- Time and place of the incident
- Circumstances surrounding the incident
- Identification of any witnesses to the incident
- Contact the ASHP Vice President, Office of Professional Development and the ASHP General Counsel, and if neither is present at the event, contact any ASHP Vice President who is present at the event

If a Participant Reports a Violation of the Code of Conduct

If a Participant reports a violation of the Code of Conduct to an ASHP staff member, the staff member should:

- Offer the Participant a private place to sit
- Ask the Participant whether they would like to contact anyone to accompany them, and if so, assist in arranging for the requested individual to join the Participant

- Ask the Participant how ASHP may assist them
- If everyone involved in the incident remained physically safe throughout the course of the incident and thereafter, contact law enforcement only at the Participant's request
- If any threat to the Participant or anyone else is in doubt, immediately contact security and/or law enforcement
- Create a written record of the incident, which should include the complaining Participant's contact information as well as information enumerated in the report described in the section of this Procedure for Enforcement entitled, "If a Participant Reports a Violation of the Code of Conduct."
- Ask the complaining Participant if it would be acceptable for the complaint to be further investigated and pursued by ASHP, and if so, if they would like to be informed of the results of the investigation.

Post-incident Meetings

Once an incident is reported to an ASHP staff member, a meeting should be held as soon as possible among the staff member, the ASHP Vice President, Office of Professional Development and the ASHP General Counsel, or if neither the ASHP Vice President, Office of Professional Development and the ASHP General Counsel is present at the event, any ASHP Vice President who is present at the event. The objective of the meeting will be to determine:

- What happened
- What are the next steps to be taken
- Who will be addressing the incident
- When the incident will be addressed

The General Counsel should share the details of the incident with the ASHP Vice President, Office of Professional Development and the ASHP Chief Operating Officer, and a joint decision as to how to proceed should be made and implemented. The primary initial goal will be to quickly ensure that the unacceptable behavior has ceased and will not be repeated.

Post-incident Sanctions

Depending on the severity of the incident, the General Counsel and Chief Operating Officer may impose any sanctions they deem reasonably appropriate, including, but not limited to:

- Issuing a warning to the violator of the Code of Conduct
- Requiring that the violator of the Code of Conduct avoid any interaction or contact with the complaining Participant for the duration of the event
- Immediately terminating any responsibilities and privileges of the violator of the Code of Conduct, if the violator is affiliated in any way with ASHP
- Requiring the immediate departure from the event and any ancillary events of the Code of Conduct violator

- Banning the Code of Conduct violator from any future ASHP events

Post-incident Actions

The Chief Operating Officer should decide whether any announcement to ASHP staff or to any other Participants will be made in connection with the incident. In addition, the Chief Operating Officer should ensure that the complaining Participant will be provided with a follow-up communication from ASHP in which an apology is issued on behalf of ASHP.

Incident Report

1. Name of ASHP staff person providing this incident report:
2. Date of incident:
3. Time of Incident:
4. Location of incident:
5. Contact information for the complainant:
 - a. Name:
 - b. Address:
 - c. Email address:
 - d. Phone number:
6. Contact information for alleged violator:
 - a. Name:
 - b. Address:
 - c. Email address:
 - d. Phone number:

7. Summary of incident:

8. Witnesses to Incident: