

## **NALMCO CODE OF CONDUCT POLICY AGAINST DISCRIMINATION AND HARASSMENT FOR MEMBERS AND EVENT ATTENDEES**

### **PURPOSE**

The interNational Association of Lighting Management Companies (NALMCO) is committed to providing a harassment-free experience for all participants at our events and in our programs. To that end, all Members and/or Event Attendees and/or Event Guests are responsible for assuring NALMCO events and programs are free from harassment and/or discrimination of any kind and that any harassment and/or discrimination may be considered misconduct and subject to disciplinary action.

This policy applies to all NALMCO-related activities, including any conferences, symposiums, meetings, or other events sponsored, co-sponsored, or cooperating with NALMCO. This policy applies to communications sent through official communication channels for any such activity or event, including social media and email.

This policy applies to conduct in which the complaining party is a Member and/or Event Attendee or Attendee Guest and the subject of the complaint is a Member and/or Event Attendee or Attendee Guest.

### **DISCRIMINATORY HARASSMENT**

NALMCO prohibits discrimination and conduct that constitutes or could lead or contribute to harassment because of an individual's race or color, religion or creed, alienage or citizenship status, national origin, age, sex (including pregnancy, childbirth, and pregnancy-related medical conditions), sexual orientation, gender, gender identity or expression, disability, marital or domestic partnership status, military or veteran status, or any other characteristic protected by law in the city or state in which the conduct at issue occurs. NALMCO also prohibits other harassment—including bullying—rising to the level of persistent, malicious, and severe mistreatment by conduct or threats, intimidation, or abuse that has the effect of (i) substantially interfering with a Member or Event Attendee's participation in NALMCO-related activities or (ii) that would reasonably cause a Member or Event Attendee to fear for his or her physical safety.

Examples of prohibited discriminatory harassment include, but are not limited to:

- use of ethnic slurs or derogatory terms relating to an individual's gender or sexual orientation;
- distribution of racially or sexually offensive e-mail or other electronic communications; and/or
- threatening, intimidating, or hostile acts directed at a particular sex or religious group or directed at an individual because of his or her sexual orientation, color or ethnicity.

Harassment does not require intent to offend. Thus, inappropriate conduct or language meant as a joke, a prank, or even a compliment can lead or contribute to harassment.

### **SEXUAL HARASSMENT**

Sexual harassment is a specific type of discriminatory harassment. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature can constitute sexual harassment.

NALMCO prohibits conduct that constitutes or could lead or contribute to sexual harassment. Examples of such conduct include, but are not limited to:

- unwelcome sexual flirtations, advances or propositions;
- inappropriate touching of an individual's body;
- graphic verbal comments about an individual's body or appearance;
- sexually degrading words used to describe an individual; and/or
- the use of the Internet to display or distribute sexually explicit images, messages, or cartoons.

## **COMPLAINT PROCEDURES AND REMEDIAL ACTIONS**

If you believe that you or any Member or Event Attendee has been subjected to any conduct of the type prohibited by this policy by another Member or Event Attendee, you are urged to report the relevant facts promptly. If your personal safety is threatened or you have been the victim of criminal conduct, you should contact the police or, as applicable, facility security. Otherwise, if the conduct at issue occurs at a NALMCO conference or event, you should direct such reports to the NALMCO president, a member of the NALMCO board of directors or a member of the NALMCO staff depending on which individual you feel more comfortable contacting under the circumstances. In addition, any Member or Event Attendee who witnesses what is believed to be harassment also should immediately report it to any of the above-listed persons.

All allegations of harassment will be investigated promptly by the NALMCO executive committee. In the case of a conflict of interest, three individuals on the board of directors will be selected to investigate. To the extent possible, confidentiality of the complainant, any witnesses, and the alleged harasser will be protected from unnecessary disclosure. The NALMCO executive committee will make a final, binding decision regarding whether this policy has been violated and the consequences of any such violation.

Individuals who violate this policy may be subject to remedial action, up to and including without limitation suspension and termination of their membership in NALMCO and exclusion from participating in future NALMCO conferences or activities. Appropriate remedial action will also be taken with respect to an individual who knowingly makes a false allegation concerning an alleged violation of this Policy or makes a complaint under this Policy in bad faith.

## **NO RETALIATION**

Threats or acts of retaliation against individuals who report inappropriate conduct pursuant to this policy or provide information in connection with a report by another individual will not be tolerated. In the event you believe that you have been retaliated against for such action, you should use the above procedures to report the pertinent facts promptly. NALMCO will investigate and take appropriate action in the manner described above.

## **DISCLAIMER**

This Code of Conduct and Harassment Policy is a voluntary expression of the views and intentions of NALMCO with respect to harassment and other objectionable behavior. NALMCO assumes no liability or responsibility for the actions of any Member, Event Attendee, or Attendee Guest. NALMCO is not responsible for protecting or assuring the well-being of any Member, Event Attendee, or Attendee Guest. This Policy does not create or acknowledge any legal obligations of NALMCO.

*Because of the importance of this policy, all Event Attendees must acknowledge awareness of and commitment to this policy upon event registration.*