

Professional Standards and Code of Conduct at The Greater Triangle Chapter of IFMA Activities and Events

Policy adopted on April 26, 2021

As a core value, The Greater Triangle Chapter Board believes in and is committed to diversity, inclusion and gender equity among its members, volunteers, committee, board leadership and community. We seek to establish and maintain an inclusive culture that fosters equitable participation, learning, and career opportunities for members and event participants from diverse backgrounds in a welcoming environment for all. Diversity and inclusion improve the community for all chapter members and participants and enhance excellence within the Greater Triangle Chapter of IFMA.

The open exchange of ideas is central to the Greater Triangle Chapter of IFMA mission that supports the education and engagement of Facilities Professionals around the Greater Triangle by providing relevant educational meetings and peer networking opportunities. Two of the core tenants of our Strategic Planning process is to improve communication and collaboration. This requires an environment that embraces diversity and provides a safe, welcoming environment for all. This policy applies to all Greater Triangle Chapter of IFMA activities, including:

- Conferences, symposia, workshops, and events sponsored, co-sponsored, or in cooperation with Greater Triangle Chapter of IFMA;
- Greater Triangle Chapter of IFMA member meetings;
- Greater Triangle Chapter of IFMA exchanges among committees or other bodies associated with Greater Triangle Chapter of IFMA activities, publications, and communications sent through communication channels associated with the Greater Triangle Chapter of IFMA, including social media.

Expected Behavior

We expect all participants in Greater Triangle Chapter of IFMA activities to abide by this policy in all venues, including ancillary events and unofficial social gatherings:

- Exercise consideration and respect in your speech and actions;
- Refrain from demeaning, discriminatory, or harassing behavior and speech;
- Be mindful of your surroundings and of your fellow participants;
- Alert Greater Triangle Chapter of IFMA leaders if you notice a dangerous situation, someone in distress, or violations of this policy, even if they seem inconsequential.

Unacceptable Behavior at any Greater Triangle Chapter of IFMA Activity

- **Abuse:** Any action directed at an individual that (a) interferes substantially with that person's participation; or (b) causes that person to fear for his/her personal safety. This includes threats, intimidation, bullying, stalking, or other types of abuse.
- **Discriminatory Harassment:** Any conduct that discriminates or denigrates an individual based on race, ethnicity, religion, citizenship, nationality, age, sexual or gender identity, disability, or any other characteristic protected by law in the location where the Greater Triangle Chapter of IFMA activity takes place.

- **Sexual Harassment:** Unwelcome sexual advances, requests for sexual favors, or other verbal/physical conduct of a sexual nature. Examples include (but are not limited to):
 - Unwelcome advances or propositions, particularly when one individual has authority over the other;
 - Inappropriate touching of an individual's body;
 - Degrading or humiliating comments about an individual's appearance;
 - Using an activity-related communication channel to display or distribute sexually explicit images or messages

- **Unacceptable/Inappropriate behavior at Greater Triangle Chapter of IFMA Hosted Events:**

Examples include (but are not limited to):

- Disrespect or harassment of event staff, Greater Triangle Chapter of IFMA members and/or venue personnel;
- Intimidating, harassing, abusive, discriminatory, derogatory or demeaning speech or actions by any participant in Greater Triangle Chapter of IFMA activities, at all related events and in one-on-one communications carried out in the context of Greater Triangle Chapter of IFMA activities;
- Offensive, degrading, humiliating, harmful, or prejudicial verbal or written comments or visual images related to gender, sexual orientation, race, religion, disability, age, appearance, or other personal characteristics;
- Unwelcome sexual advances, requests for sexual favors, or other verbal/physical conduct of a sexual nature;
- Inappropriate or gratuitous use of nudity, sexual images, or stereotyped images including using an activity-related communication channel to display or distribute sexually explicit or otherwise offensive or discriminatory images or messages;
- Deliberate intimidation, stalking or following;
- Harassing photography or recording;
- Sustained disruption of talks or other events;
- Unwelcome and uninvited attention or contact;
- Physical assault (including unwelcome touch or groping);
- Verbal abuse;
- Real or implied threat of physical harm;
- Real or implied threat of professional or financial damage or harm;
- Overconsumption of alcohol.

Harassment can occur when there is no deliberate intention to offend. Be careful in the words that you choose. Harassment committed in a joking manner or disguised as a compliment still constitutes unacceptable behavior. Remember that sexist, racist, and other exclusionary jokes can be offensive to those around you.

**Please note, if a member or guest displays inappropriate behavior at a Greater Triangle Chapter of IFMA event, the Chapter authorizes event staff/Chapter leadership to determine whether this guest is to be instructed to leave the event or meeting. Any guests asked to leave an event due to inappropriate or*

violent behavior will be subject to a revoked membership status and will no longer be permitted to attend Greater Triangle Chapter of IFMA hosted or co-sponsored events.

Consequences of Unacceptable Behavior

If a participant in a Greater Triangle Chapter of IFMA activity engages in prohibited behavior, the Greater Triangle Chapter of IFMA reserves the right to:

- Remove an individual from any Greater Triangle Chapter of IFMA activity without warning or refund;
- Prohibit an individual from participating in future Greater Triangle Chapter of IFMA activities and events;
- Exclude an individual from Greater Triangle Chapter of IFMA leadership positions;
- Exclude any individual from deriving other benefits from Greater Triangle Chapter of IFMA activities and events;
- Report the actions of individuals or companies considered contrary to the Code of Ethics to IFMA. IFMA shall follow standard procedures for the enforcement of this Code as approved by the IFMA Board of Directors.

Such sanctions may be applied regardless of whether the offender is a member of Greater Triangle Chapter of IFMA. Appropriate sanctions also will be taken toward any individual who knowingly makes a false allegation of harassment.

Should unacceptable behavior be egregious enough, the Greater Triangle Chapter of IFMA can call an emergency vote with the current Board to request the member be banned from participation in future events and activities where the Greater Triangle Chapter of IFMA is a host or co-sponsor.

How to Report Unacceptable Behavior

In the event of unacceptable behavior, you may wish to inform a person in authority. Those in authority to act in these cases include the event chair, a Greater Triangle Chapter of IFMA leader, an onsite Greater Triangle Chapter of IFMA member, and other Greater Triangle Chapter of IFMA organizers.

Warnings and Disclaimers

This Policy Against Harassment at Greater Triangle Chapter of IFMA Activities is not intended to limit open discussion of the merits of particular work or issues presented at Greater Triangle of IFMA events. It applies only to behavior at Greater Triangle Chapter of IFMA events and activities or events and activities co-sponsored by the Greater Triangle Chapter of IFMA.

The Greater Triangle Chapter of IFMA assumes no liability or responsibility for the actions of any member or other activity participant.

However, the Greater Triangle Chapter of IFMA is responsible for protecting the safety of members or participants in Greater Triangle Chapter of IFMA activities. Any individual who feels his/her safety is at risk due to harassment or for any other reason is encouraged to take appropriate steps to ensure personal safety.

There may be situations where an on-site person who is informed of harassment will be under an obligation to file a report with an individual or organization outside the Greater Triangle Chapter of IFMA.