



Meeting and Event Code of Conduct

The **National Association of Free and Charitable Clinics (NAFC)** is dedicated to providing a harassment-free conference/meeting experience for everyone, regardless of gender, gender identity and expression, sexual orientation, physical or mental ability, physical appearance, body size, race, age, religion, nationality, or political beliefs.

The NAFC does not tolerate harassment of meeting and event participants in any form. Explicitly sexual language and imagery is not appropriate for any conference or meeting venue, including, but not limited to, general sessions, breakout sessions, webinars, committee or working group meetings, receptions and/or other social events. Conference participants violating these rules during official meeting or event hours may be sanctioned or expelled from the conference or event without a refund at the discretion of the conference organizers. The NAFC, conference organizers, and applicable vendors will accept no liability for other expenses incurred by expelled attendees.

Participants asked to stop any harassing behavior are expected to comply immediately. Attendees, exhibitors, sponsors, speakers, and NAFC staff are all subject to the anti-harassment policy.

The NAFC reserves the right to refuse entry to or remove any party from the meeting/event at any time. All determinations are at the sole discretion of the NAFC, and the decision of the responsible NAFC representative will be final. This policy applies to issues and occurrences that happen during official NAFC meeting and event hours.

Severe breaches of this Code of Conduct may result in disqualification from participating in future NAFC-sponsored events and communications, including, but not limited to, conferences, committee and working group meetings, conference calls, webinars, listservs, and social media groups.

Criminal Conduct

We do not tolerate or condone criminal activity.

Inappropriate Behavior—Harassment, Assault, Aggression, and Intimidation

Harassment, assault, aggression, and intimidation are hurtful and interfere with another person's experience and participation in our community. These behaviors are unacceptable.



These behaviors can be related to, but are not limited to, verbal or written comments about: race, color, religion, ethnicity, national origin or ancestry, medical conditions, age, body size, sexual orientation, gender (including pregnancy, childbirth, breastfeeding, or related situations), gender identity or presentation, military service, or differing physical or mental abilities.

Harassment includes any behavior that a reasonable person would find intimidating, hostile or offensive, such as lewd, overtly sexual comments, sexual images in public spaces, deliberate intimidation, stalking, following, harassing photography or recording, sustained disruption of talks or other events, inappropriate physical contact, and unwelcome sexual attention.

Inappropriate behavior can take many forms such as

- slurs;
- jokes;
- derogatory statements;
- foul or obscene language;
- offensive clothing;
- leering;
- stalking;
- staring;
- gestures;
- pictures,
- drawings or cartoons;
- violating personal space by impeding or blocking another person's movement or otherwise physically interfering with them;
- harassing photography or recordings;
- unwanted or offensive letters or poems;
- offensive email, voicemail messages or social media postings;
- unwanted or inappropriate touching;
- unwanted or inappropriate advances;
- physical and/or sexual assault;
- sustained disruption of talks or other events;
- advocating for, or encouraging, any of the above behavior.

Enforcement

Inappropriate behavior will not be tolerated during meeting or event hours. Event/meeting organizers may take action to redress anything designed to, or with the clear impact of, disrupting the event/meeting or making the environment hostile for any participants. We



expect participants to follow these rules at all event venues and event-related social activities at all times.

The NAFC reserves the right to refuse entry to or remove any party from the event at any time. All determinations are at the sole discretion of the NAFC, and the decision of the responsible NAFC representative will be final.

Severe breaches of this Conference Code of Conduct may result in disqualification from participating in future NAFC-sponsored events and communications, including, but not limited to meetings, conference calls, listservs, and social media groups.

Individuals expelled due to violating this Conference Code of Conduct will not be eligible for a refund or other consolation. The NAFC, conference organizers, and applicable vendors will accept no liability for other expenses incurred by expelled attendees.

Reporting

If you are being harassed, notice that someone else is being harassed, or have any other concerns, *and you feel comfortable speaking with the offender*, please inform the offender that they have affected you negatively. Oftentimes, the offending behavior is unintentional, and the accidental offender and offended will resolve the incident by having that initial discussion.

The NAFC recognizes that there are many reasons speaking directly to the offender may not be advisable or reasonable.

Otherwise, if you are being harassed, notice that someone else is being harassed, or have any other concerns, or if someone makes you or anyone else feel unsafe or unwelcome, please report it as soon as possible. Conference staff can be identified by staff badges and can be found at the Symposium Registration desk.

You can make a report either personally or anonymously.

Anonymous Report

You can make an anonymous report [HERE](#). While the NAFC cannot follow up on an anonymous report with you directly, we will fully investigate it and take whatever action is necessary to prevent a recurrence.



Personal Report

You can make a personal report by:

- Calling or messaging this phone number: 703-647-7428
 - This phone number will be continuously monitored for the duration of the event.
- Contacting a staff member, identified by STAFF badges, or by visiting the Symposium Registration desk.

When taking a personal report, our staff will ensure you are safe and cannot be overheard. They may involve other event staff or Board members to ensure your report is managed properly. Once safe, we will ask you to tell us about what happened. While this can be upsetting, we will handle it as respectfully as possible, and you can bring someone to support you. You will not be asked to confront anyone and we will keep your report confidential, unless you direct us otherwise or unless we need to contact the authorities to address an imminent safety issue.

Our team will be happy to help you:

- Relocate your hotel room,
- Contact hotel/venue security,
- Contact local law enforcement,
- Contact local support services,
- Arrange for transportation to and from the hospital,
- Arrange for transportation to and from the airport,
- Provide escorts to and from your room and meeting rooms,
- or otherwise assist you to feel safe for the duration of the event.