



## NAfME Code of Conduct for Virtual Meetings

NAfME is committed to providing a safe, productive, and welcoming environment for all meeting participants. All participants, including, but not limited to, attendees, speakers, staff members, service providers, and all others are expected to abide by this Virtual Programs Code of Conduct. This Policy applies to all NAfME meeting-related events, including those sponsored by organizations other than NAfME but held in conjunction with NAfME events, on public or private platforms.

NAfME has zero-tolerance for any form of discrimination or harassment, including but not limited to sexual harassment by participants at our meetings. If you experience harassment or hear of any incidents of unacceptable behavior, NAfME asks that you inform Chris Woodside, Executive Director, at [ChrisW@nafme.org](mailto:ChrisW@nafme.org) so that we can take the appropriate action.

Unacceptable Behavior is defined as:

- Harassment, intimidation, or discrimination in any form.
- Verbal abuse of any attendee, speaker, staff member, service provider, or other meeting guest.  
·Examples of verbal abuse include, but are not limited to, verbal comments related to gender, sexual orientation, disability, physical appearance, body size, race, religion, or national origin; inappropriate use of nudity and/or sexual images in public spaces or in presentations; profanity or vulgar language; or threatening or stalking any attendee, speaker, staff member, service provider, or other meeting guest.
- Disruption of presentations during sessions or at other events organized by NAfME throughout the virtual meeting. All participants must comply with the instructions of the moderator and any virtual event staff.
- Presentations, postings, and messages that contain promotional materials, special offers, job offers, product announcements, or solicitation for services. NAfME reserves the right to remove such messages and potentially ban sources of those solicitations.
- Copying or taking screen shots of Q&A or any chat room activity that takes place in the virtual space.
- Recording a presentation or session.

NAfME reserves the right to take any action deemed necessary and appropriate, including immediate removal from the meeting without warning or refund, in response to any incident of unacceptable behavior, and NAfME reserves the right to prohibit attendance at any future meeting, virtually or in person.