

ADM-05 – NMIN Code of Conduct for NMIN-sponsored events

Effective date: December 19, 2018¹

Review: Annual

Board: 7 May 2019

Next Annual Review: June 2020

PURPOSE

NMIN Inc. acknowledges the rights of all those who attend Network meetings and conferences (hereafter referred to as “events”), to be treated with respect, and affirms the responsibility of attendees to adhere to widely accepted standards of professional conduct and common sense rules for public behaviour, personal interaction, common courtesy, and respect for private property. This Code of Conduct (hereafter referred to as “Code”) outlines expectations for participant behavior at NMIN-sponsored events, the process for handling complaints, and the repercussions of unacceptable behaviour.

CODE OF ETHICAL CONDUCT

This Code applies to all event attendees, including NMIN Network members, exhibitors, sponsors, speakers, media representatives, volunteers, and NMIN staff. NMIN expects all attendees to act in accordance with this Code at all event venues and related social events, as a condition of attendance or participation.

NMIN expects all attendees to:

- be respectful of others
- act responsibly
- promptly report inappropriate behaviour to an NMIN Administrative Centre staff member

Unacceptable Conduct:

Unacceptable behaviours include: intimidation, harassment, abusive, discriminatory, derogatory, demeaning, or disruptive remarks, and destruction to property.

Examples of unacceptable conduct include, but are not limited to:

- offensive comments related to gender, sexual orientation, race, religion or disability
- physical or verbal threats or demands
- deliberate intimidation, stalking or following
- unwelcome contact or sexual attention (physical or verbal)

¹ . The *Eligibility Date* for MNIM use of funds as per the NMIN NCE Funding Agreement.

- damage to personal or private property
- inappropriate display of nudity and/or sexual images
- unlawful behaviour
- failure to abide by venue rules and regulations
- sustained disruption of talks or other events

If you witness or experience conduct that violates this code:

If there is an immediate concern for safety, for you or someone else, call venue security or contact police.

If appropriate, address the inappropriate behaviour directly.

Should you be subjected to unacceptable behaviour, or observe unacceptable behaviour, immediately notify a member of the NMIN Administrative Centre staff.

Process for Handling Complaints

Unacceptable behavior will not be tolerated. Anyone asked to stop unacceptable behavior is expected to comply immediately.

NMIN's Executive Director will determine if the Code violations warrant further investigation and the involvement of police services.

NMIN may prohibit those who violate this Code from continued attendance or participation in some, or all, of the event, without refund of any fees paid, and may bar violators of this Code from future attendance or participation at NMIN-sponsored events.

In cases where an NMIN Network member causes harm or potential harm to the professional reputation of NMIN, further sanctions may apply.