



## Virtual Programs Code of Conduct Policy

CAPCSD is committed to providing a safe, productive, and welcoming environment for all meeting, webinar, and conference participants. All participants, including, but not limited to, attendees, speakers, volunteers, exhibitors, guests, or staff, are expected to abide by this Virtual Programs Code of Conduct Policy.

CAPCSD has zero-tolerance for any form of discrimination or harassment, including, but not limited to, sexual harassment by participants or staff. If you experience harassment, or hear of an incident of unacceptable behavior, please contact Deborah Ortiz, Executive Director, [dortiz@capcsd.org](mailto:dortiz@capcsd.org), or Ned Campbell, Director of Meetings and Continuing Education, [ned@capcsd.org](mailto:ned@capcsd.org), so appropriate action can be taken.

Unacceptable behavior includes:

- Harassment, intimidation, or discrimination in any form.
- Verbal abuse of any attendee, speaker, volunteer, exhibitor, guest, or staff.
  - Examples of verbal abuse include, but are not limited to, 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 presentations; threatening or stalking any attendee, speaker, volunteer, exhibitor, guest, or staff.
- Disruption of virtual presentations during meetings, webinars, conference sessions, or in the exhibit hall. All participants must comply with the instructions of the moderator and CAPCSD staff.
- Presentations, postings, and messages should not contain promotional materials, special offers, job offers, product announcements, or solicitation for services without prior approval of CAPCSD. CAPCSD reserves the right to remove such messages and potentially ban sources of those solicitations.
- Participants should not copy or take screen shots of Q&A or any chat room activity that takes place in the virtual space.

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