



PCMA CAPITAL CHAPTER CODE OF CONDUCT

Purpose

The PCMA Capital Chapter aims to be inclusive to all members, with the most varied and diverse backgrounds possible. As such, it is committed to providing a friendly, safe, and welcoming environment for all, regardless of gender, race, ethnicity, sexual orientation, religion, ability, or other personal characteristics.

This Code of Conduct outlines expectations for all those who are members of or participate within the PCMA Capital Chapter as well as the consequences for unacceptable behavior.

All members of the PCMA Capital Chapter are expected to create safe and positive experiences for everyone.

Expected Behavior

All members of the PCMA Capital Chapter are expected to abide by this Code of Conduct during all PCMA Capital Chapter events, including ancillary events, official and unofficial social gatherings, and interactions online and on social media.

PCMA Capital Chapter Members are expected to:

- Treat all participants with kindness, respect, and consideration, valuing a diversity of views and opinions (including those that may not be shared).
- Communicate openly, with respect for other participants, critiquing ideas rather than individuals.
- Refrain from demeaning, discriminatory, or harassing behavior and speech directed toward other participants.
- Respect the rules and policies of all meeting venues.

Unacceptable Behavior

The PCMA Capital Chapter does not tolerate harassment, intimidation, or discrimination in any form. Harassment includes speech or behavior that is not welcome or is personally offensive. Behavior that is acceptable to one person may not be acceptable to another, so use discretion to be certain respect is communicated. Harassment intended in a joking manner still constitutes unacceptable behavior.

Retaliation for reporting unacceptable behavior is a violation of the Code of Conduct.

Falsely reporting unacceptable behavior is a violation of the Code of Conduct. Unacceptable behaviors include, but are not limited to:

- Personal attacks directed toward any individuals – be they members, staff, partners, collaborators, and or guests.
- Inappropriate or negative body language.
- Betrayal of confidences by sharing confidential or proprietary information. • Intimidating, harassing, abusive, discriminatory, derogatory or demeaning speech or actions by any



participant in any PCMA Capital Chapter event, or in one-on-one communications, including electronic communications.

- Harmful or prejudicial verbal or written comments or visual images related to gender, sexual orientation, race, religion, ability, age, appearance, or any other personal characteristic.
- Inappropriate or gratuitous use of nudity, sexual images, or stereotyped images in public spaces (including presentation slides), digitally, or online.
- Harassing photography or recording.
- Sustained disruption of talks or other events.
- Unwelcome and uninvited attention or contact in person or online.
- Physical assault (including unwelcome touch or groping)
- Real or implied threat of physical or mental harm.
- Real or implied threat of professional or financial damage or harm.

Consequences of Unacceptable Behavior

Unacceptable behavior from any PCMA Capital Chapter member and anyone with decision-making authority, will not be tolerated.

If a member/participant engages in unacceptable behavior, the PCMA Capital Chapter Board or Executive Committee reserves the right to take any action it deems appropriate within legal bounds. The PCMA Board or Executive Committee reserves the right to remove an individual(s) from a PCMA Capital Chapter event without warning or refund, to prohibit an individual from attendance at a future PCMA Capital Chapter event, suspend or expel an individual from the PCMA Capital Chapter, and to notify either or both PCMA Headquarters and/or the individual's employer of the action taken depending on the seriousness of the violation.

If You Are Subject to or Witness Unacceptable Behavior

If you are being subjected to, or notice that someone else is being subjected to, behavior that violates this Code of Conduct, please contact/report to any member of Chapter leadership at the Board level or higher or Capital Chapter management: capital@pcma.org.

All complaints will be treated seriously and responded to promptly. All reports are kept confidential to the extent possible.

If possible, please provide the following information:

- Identifying information (name, appearance) of the participant who violated the Code of Conduct.
- The behavior that was in violation
- The location and approximate time of the behavior
- The circumstances surrounding the incident
- Other people involved in or witnessing the incident

The PCMA Capital Chapter will take steps to assist the target and witnesses of Code of Conduct violations to feel safe.



Addressing Grievances

If you feel you have been falsely or unfairly accused of violating this Code of Conduct, notify the PCMA Capital Chapter president with a concise description of your grievance. Your grievance will be handled in accordance with the Capital Chapter's and PCMA's existing policies along with local and national laws if deemed necessary.

*Last updated 01/04/2021