



Meetings and Conferences Code of Conduct

Sigma Theta Tau International Honor Society of Nursing (Sigma) is committed to providing safe and welcoming environments for the free expression and positive, productive exchange of ideas by all who participate in its meetings, conferences, and other events. Sigma strives to host conferences and events that are as inclusive as possible for attendees regardless of gender, sexual orientation/identity, race/ethnicity, religion, employment status, or status in the field.

Expected Conduct

As an international *honor* society, Sigma expects courteous behavior befitting leaders in the profession. All Sigma event participants are expected to conduct themselves responsibly and with respect for the rights of others so that every attendee can enjoy the conference/event.

The following behaviors are expected and requested:

- Behaving in a courteous and professional manner
- Treating *all* participants with respect, dignity, and consideration that values a diversity of views and opinions
- Being considerate, respectful, and collaborative in your communication and actions
- Discussing differences and critiquing ideas in a non-confrontational manner with due regard for the viewpoints of others
- Refraining from demeaning, discriminatory, or harassing behavior and speech
- Reporting suspected inappropriate behaviors directed at yourself or others
- Respecting the rules, policies, and property of Sigma and its facilities and vendors
- Complying with all applicable laws and regulations

Prohibited Behavior

Sigma prohibits and will not tolerate any form of harassment, bullying, or discrimination.

Violations of this Code include but are not limited to the following:

- Harassment - defined for purposes of this Code to include unwelcome or offensive verbal, written, visual, or physical contact directed at any participant, including conduct, comments, language, or images that a person would reasonably find offensive, demeaning, or hostile
- Sexual harassment - defined for purposes of this Code to include unwelcome, unsolicited, and unreciprocated sexual advances, requests for sexual favors, and other verbal or physical conduct or gesture of a sexual nature that has or that might reasonably be expected or be perceived to offend, humiliate, or intimidate another person
- Discriminatory conduct based on race, sex, sexual orientation, gender expression or identity, transgender status, age, national origin, disability, religion, marital status, veteran status, political affinity, or any other characteristic protected by law

- Exhibiting behavior that is unruly or disruptive to any portion of the conference or event, or that endangers the health or safety of yourself or others
- Deliberate intimidation, threatening, stalking, or following
- Verbal abuse of Sigma/venue staff
- Invasion of privacy, including inappropriate photography or recording
- Actual or threatened pushing, shoving, or use of any physical force whatsoever against any person
- Improper or unauthorized use of any Sigma materials or materials of any presenter Possession or use of a weapon or any item in a way that may cause danger to others
- Theft or destruction of merchandise or personal property
- Dismantlement, defacement, abuse, or intentional misuse of any Sigma or contracted venue, property, equipment, signage, or supplies
- Failure to comply with directions of Sigma staff or venue personnel regarding operations or emergency response procedures
- Knowingly and falsely reporting violations of this Code in bad faith
- Retaliation against participants reporting activity reasonably believed in violation of this Code

Consequences and Corrective Measures

Failure to abide by this Code is subject to corrective action and sanctions, including:

- Refused admission to the event and forfeiture of any payments made
- Ejection from the event venue
- Being banned from presenting at or attending future Sigma events
- Revocation of Sigma membership, if applicable
- Other penalties consistent with this Code, including appropriate legal action where applicable

This Code is not intended to be all-inclusive, and it is likely there will be conduct and/or issues that it does not specifically address. In that circumstance, participants are expected to follow the direction of Sigma staff, who will take appropriate action to ensure participants' safety, security, and well-being.

No Retaliation

Sigma will not tolerate any actual or attempted reprisals or retaliation against individuals who in good faith raise a concern that this Code has been violated, or who participate in the investigation of such a concern. Sigma takes seriously all allegations of harassment and discrimination and is committed to ensuring an event environment free of such activities.

Alignment, Scope, and Applicability

Sigma has established this Conference Code of Conduct (the "Code") to serve as a guideline for the professional conduct of anyone attending or participating in a Sigma-sponsored conference or event and to inform attendees of the consequences for unacceptable behavior. This Code of Conduct is aligned with other Sigma positions and policies including its Guiding Principles and Diversity & Inclusion Statement. This Code is intended to supplement, but not replace, statements and policies applicable to all members.

The Code applies to all attendees, media representatives, speakers, exhibitors, sponsors, staff, contractors, volunteers, organizers, and other guests (collectively referred to as participants) at Sigma

programs, conferences, events, meetings, social gatherings, and other activities held, sponsored, or affiliated with Sigma. Attendance at any of these events will be deemed to be the participant's agreement to abide by this Code of Conduct.

The facilities covered by this Code include any venue, hotel, meeting room, or office location where a Sigma event takes place, as well as at offsite locations where event-related social gatherings take place.

Reporting Unacceptable Behavior

To report a violation of this Code, please contact a member of Sigma management or staff while onsite at the event or as soon as possible. If you or someone else is in immediate danger, or if you see something suspicious or would like to report a security issue or emergency, please contact venue security or local law enforcement.

Reported violations of this Code are taken seriously and will be thoroughly investigated by Sigma with discretion. Participants are required to maintain the confidentiality of materials submitted to or received by you in connection with any reported violation. Although Sigma will make reasonable efforts to maintain the confidentiality of its investigation and any relevant materials, it cannot assure confidentiality as it may disclose case-related materials or information in response to legal process, when already publicly known, or when leadership otherwise determines disclosure is in the best interests of if you believe you are being subjected to inappropriate conduct, believe someone else is being subjected to inappropriate conduct, or have any other concerns, please do not hesitate to contact Sigma at Events@sigmanursing.org.