

MEETING CODE OF CONDUCT

CONDUCT POLICY

It is the policy of the Iowa Podiatric Medical Society ("IPMS") that all attendees of IPMS hosted meetings, events and other activities are expected to exhibit respectful, professional, and collegial behavior during such meetings, events and activities, including but not limited to, dinners, receptions and social gatherings held in conjunction with such IPMS hosted meetings, events and other activities. Attendees should exercise consideration and respect in their speech and actions, including while making formal presentations to other attendees, and should be mindful of their surroundings and fellow participants.

Any type of harassment of any attendee, sponsor, exhibitor, IPMS staff or agents, or hotel or facility staff at an IPMS hosted meeting, event and other activity is prohibited conduct and is not tolerated. IPMS is committed to a zero tolerance for harassing conduct at all locations where business is conducted. This zero tolerance policy also applies to meetings of all committees and task forces as well as other IPMS- sponsored events. The purpose of the policy is to protect participants in IPMS-sponsored events from harm.

DEFINITION

Harassment consists of unwelcome conduct whether verbal, physical or visual that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, marital status, citizenship or otherwise, and that: (1) has the purpose or effect of creating an intimidating, hostile or offensive environment; (2) has the purpose or effect of unreasonably interfering with an individual's participation in meetings or proceedings of the IPMS; or (3) otherwise adversely affects an individual's participation in such meetings or proceedings.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; invading an individual's personal space; denigrating jokes; and written, electronic, or graphic material that denigrates or shows hostility or aversion toward an individual or group; and graphic material that is placed on walls or elsewhere on the site of any IPMS meeting or circulated in connection with any IPMS meeting held in person or virtually.

SEXUAL HARASSMENT

Sexual harassment also constitutes discrimination and is unlawful and is absolutely prohibited. For the purposes of this policy, sexual harassment includes:

- Making unwelcome sexual advances or requests for sexual favors or other verbal, physical, or visual conduct of a sexual nature; and
- Creating an intimidating, hostile or offensive environment or otherwise unreasonably interfering with an individual's participation in meetings or proceedings of the IPMS.

Sexual harassment may include such conduct as explicit sexual propositions, sexual innuendo, suggestive comments or gestures, descriptive comments about an individual's physical appearance, electronic stalking or lewd messages, displays of foul or obscene printed or visual material, and any unwelcome physical contact.

Retaliation against anyone who has reported harassment, submits a complaint, reports an incident witnessed, or participates in any way in the investigation of a harassment claim is forbidden. Each complaint of harassment or retaliation will be promptly and thoroughly investigated. To the fullest extent possible, the IPMS will keep complaints and the terms of their resolution confidential.

REPORTING

Any persons who believe they have experienced or witnessed conduct in violation of this policy during any IPMS meetings, events and other activities should promptly notify (i) the IPMS Executive Director, and/or (ii) the IPMS President and/or (iii) the presiding leader of such meeting or activity.

The report will be investigated by the IPMS's Executive Director and/or another individual appointed by the IPMS's President (hereinafter "Conduct Investigator"). Each reported violation will be promptly and thoroughly investigated. Whenever possible, incident investigations should be conducted on-site during the event. This allows for immediate action at the event to protect the safety of event participants. When this is not possible, the incidents may continue to be investigated following the event to provide recommendations for action to the IPMS Board of Directors.

Based on this investigation, the Executive Director and/or Conduct Investigator will determine whether a violation of the policy on Conduct at IPMS Meetings has occurred. All reported violations of the policy on Conduct at IPMS Meetings and Events, and the outcomes of investigations by the IPMS's Executive Director and/or Conduct Investigator, will also be promptly transmitted to the IPMS's Board of Directors (i.e. irrespective of whether the IPMS's Executive Director and/or Conduct Investigator determines that a violation has occurred).

Additionally, if the IPMS's Executive Director and/or Conduct Investigator determines that a violation of the policy on Conduct at IPMS Meetings has occurred, the IPMS's Executive Director and/or Conduct Investigator shall report any such violation to the IPMS's Board of Directors, together with recommendations as to whether additional commensurate disciplinary and/or corrective actions (beyond those taken on-site at the meeting, event or activity, if any) are appropriate.

The IPMS's Board of Directors will review all incident reports, perform further investigation, if needed, and take any additional commensurate disciplinary and/or corrective action, which may include but is not limited to the following:

- Prohibiting the violator from attending future IPMS events or activities;
- Removing the violator from leadership or other roles in IPMS activities;
- Prohibiting the violator from assuming a leadership or other role in future IPMS activities;
- Notifying the violator's employer and/or sponsoring organization of the actions taken by IPMS;
- Notifying the Iowa Podiatric Licensing Board of the actions taken by IPMS;
- Notifying the American Podiatric Medical Association of the actions taken by IPMS;
- Referral to law enforcement.

ASSENT TO POLICY

As a condition of attending and participating in any IPMS hosted meetings, events and other activities, each attendee will be required to acknowledge and accept (i) IPMS's Policy on Conduct at IPMS Meetings and (ii) applicable adjudication and disciplinary processes for violations of such policy, and all attendees are expected to conduct themselves in accordance with this policy.

DISCIPLINARY ACTION

If the IPMS's Executive Director and/or Conduct Investigator determines that a violation of the policy on Conduct at IPMS Meetings has occurred, the Executive Director and/or Conduct Investigator may take immediate action to protect the safety of event participants, which may include having the violator removed from the IPMS meeting, event or activity, without warning or refund.