

# **ILSWA Event Code of Conduct**

The Illinois State Wireless Association (“ILSWA”) strives to create a professional and welcoming environment at all of its events, virtual and in-person, in which all individuals are treated with respect and dignity and free from any form of harassment or other discrimination. ILSWA expects all Attendees at our events to be respectful of one another, regardless of race, sexuality, gender identification, age, family status, religious affiliation, or other characteristics.

This Event Code of Conduct (“Code of Conduct”) guides everyone who participates in or attends ILSWA conferences, meetings or events, including members, non-members, employees, speakers, sponsors, vendors, contractors, volunteers, and other guests (“Attendees”). ILSWA wants to ensure that all Attendees understand what behavior is expected and what behavior will not be tolerated at an ILSWA conference, meeting, or event. This Code of Conduct applies to all events held at any venue, hotel, meeting room, office location, website, or internet platform where an ILSWA sponsored conference, meeting, or other event (including social events) is held.

Everyone participating in an ILSWA event is required to abide by the following guidelines.

## **Expected Behavior**

1. Treat all Attendees with respect and consideration, valuing a diversity of views and opinions.
2. Be considerate, respectful, and collegial.
3. Avoid personal attacks directed toward other Attendees.
4. Be mindful of your surroundings and of other event Attendees.
5. Alert on-premises personnel and the ILSWA Executive Board if you notice a dangerous situation or someone clearly in distress.
6. If you notice anyone not following these rules, please inform an event organizer.
7. Follow recommended CDC Guidelines to prevent the transmission of infectious diseases.

## **Unacceptable Behavior**

ILSWA expressly prohibits harassment and discrimination based on race, color, religion, national origin, sex, age, pregnancy, genetic information, military and veteran status, marital status, personal appearance, gender identity or expression, sexual orientation, disability or perceived disability (physical or mental), family responsibilities, political affiliation, or any other legally protected characteristic. Examples of conduct prohibited by this Code of Conduct include, without limitation:

1. Intimidating or threatening verbal or non-verbal conduct.
2. Harassment in any form, including bullying, intimidation or disparaging comments related to gender, gender identity or appearance, sexual orientation, disability, physical appearance, body size, race, religion, ethnicity, national origin, political views, or affiliation.
3. Sexual harassment, including but not limited to, unwanted or inappropriate conduct, unwanted sexual attention, comments, jokes, or advances.
4. Lewd, derogatory, or otherwise offensive speech or non-verbal conduct.
5. Threatening or stalking any Attendee.
6. Behavior or comments that disrupt the event, a session, or other formal or informal meeting or event in any way.
7. Drinking and misusing alcohol in an irresponsible manner.
8. Intoxication from drugs or alcohol that disturbs other attendees.
9. Any Attendee who arrives at an event, session, or other formal or informal meeting or event, in an intoxicated state will be denied access.

10. Any destruction or vandalizing of personal property or event site or materials.
11. Possession of a weapon or any item that can be used as a weapon, which may be used to threaten or cause injury to others if used in a certain manner.
12. Knowingly and falsely reporting violations of this Code.
13. Retaliating against another participant for reporting a violation of this Code.

## **Reporting Procedure**

If any Attendee believes they or another Attendee has been subject to conduct that violates this Code of Conduct, or witnesses such conduct, they should report the violation to the ILSWA Executive Board while on-site at the event or as soon after the event as possible. Any member of association who receives such a report or who witnesses inappropriate conduct must notify a member of ILSWA Executive Board. All reported concerns will be treated seriously and investigated. All Attendees are expected to cooperate fully and honestly with any investigation.

Attendees are subject to the policies and procedures of their place of employment. As such, any Attendees should report an incident to their employer, especially if the incident involves a co-worker.

ILSWA asks that anyone who experiences or witnesses behavior such as assault of any kind that constitutes an immediate or serious threat to safety contact 911 or ask for public security.

## **Consequences**

Attendees who are asked to stop their behavior will be expected to comply immediately. If an Attendee continues to violate this Code, ILSWA may take whatever actions it deems appropriate, including, for example, expulsion from the conference without refund, notification of participant's employer, and disqualification from attending future events.

## **Cooperation**

ILSWA has a zero-tolerance policy for behavior in violation of any state, federal or local law or regulation. ILSWA reserves the right to work with a governmental authority in their investigation of any criminal complaint involving discrimination or harassment, physical and verbal, by Attendees at our meetings.

In response to repeated and witnessed incidents of unacceptable behavior as listed below, ILSWA reserves the right to communicate within the appropriate channels of an Attendee's employer, and also reserves the right to prohibit attendance at any future meeting.

## **No Retaliation**

ILSWA will not tolerate any actual or attempted reprisals or retaliation against individuals who raise in good faith a concern that this Code of Conduct has been violated, or who participate in the investigation of such a concern.

## **Contact**

If you have any questions about this policy, please contact the ILSWA President at [president@ilswa.org](mailto:president@ilswa.org).