

TMA CODE OF CONDUCT

The Monitoring Association is committed to providing a safe and welcoming environment for all meeting participants and staff. All participants, including but not limited to attendees, speakers, staff, and service providers, are expected to abide by this TMA Code of Conduct. This code applies to all TMA meeting related events including meetings/functions sponsored by organizations other than TMA but held in conjunction with TMA events, either in public or private facilities. In addition, TMA members must adhere to the TMA Code of Ethics.

EXPECTED BEHAVIOR

- Treat others with respect, inclusivity, and consideration, recognizing that this event is a place for diversity of thought, organization, and individuals.
- Communicate openly with respect for others, avoiding personal attacks.
- Wear your event badge at all times.
- Be mindful of your surroundings and others. Alert event staff if you notice any discriminatory, harassing, aggressive, or exclusionary behavior or speech as soon as possible.
- Respect the rules and policies of the meeting venue, hotel, TMA contracted facility, or any other associated venue or site.

UNACCEPTABLE BEHAVIOR

- Intimidating, harassing, abusive, discriminatory, derogatory or demeaning speech or actions.
- Unwelcome and/or uninvited attention or contact.
- Offensive verbal or written comments or nonverbal expressions related to race, religion, ethnicity, gender, gender identity or expression, national origin or ancestry, physical or mental disability, physical appearance, medical condition, partner status, age, sexual orientation, military status, or any other characteristic protected by law.
- Derogatory and/or sexually oriented visual displays in public spaces or presentations.
- Deliberate intimidation, threatening or stalking or following others, physical or verbal abuse, aggressive verbal confrontations, and threats of violence or disruptive behavior.
- Sustained disruption of presentations or other events.
- Sharing access for web-based events or making shared content public.

- Retaliation against anyone reporting prohibited conduct or participating in an investigation or a claim. Anyone requested to stop unacceptable behavior is expected to comply immediately.

CONSEQUENCES OF UNACCEPTABLE BEHAVIOR

Anyone requested to stop unacceptable behavior by a TMA staff member is expected to comply immediately. TMA will not tolerate such behavior and reserves the right to take any action it deems necessary and appropriate in its sole discretion, including expulsion from the event without warning or refund, exclusion from future events, and other consequences set forth in the TMA Code of Ethics and Disciplinary Policy.

REPORTING UNACCEPTABLE BEHAVIOR

If you are the subject of unacceptable behavior or have witnessed any such behavior, please contact any member of the TMA staff. On-site team members wear silver metallic name badges or you may also contact meetings@tma.us.

Please note, TMA reserves the right to modify or revise this policy at any time with or without notice. **In the event of an emergency, please contact local authorities immediately.**

INVESTIGATION OF REPORTS

TMA will endeavor to keep confidential the details of reports to the extent consistent with adequate investigation and appropriate corrective action.

All reports will be taken seriously and investigated in a timely manner.

The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the incident/behavior or who may have other relevant knowledge. It may engage other TMA staff, leaders, and legal counsel as appropriate. Event security and/or local law enforcement may be involved, as appropriate based on the specific circumstances.

TMA will communicate the determination of the investigation, inclusive of any disciplinary action, to the involved parties as appropriate. If a party to a complaint does not agree with its resolution, that party may appeal to the TMA Board of Directors via the TMA Executive Director or TMA President. The decision of the Board of Directors shall be final.

CONDUCT REQUIREMENTS DURING COVID-19

TMA is committed to continuing to provide a safe and healthy environment for all event participants and staff. Towards this end, in addition to our Code of Conduct, all participants are expected to adhere to and abide by the safety precautions set forth by TMA or the federal/local authorities. It is expected that all attendees will take recommended health precautions and will self-monitor and self-report. As with our Code of Conduct, refusal to adhere to these policies and abide by these precautions may result in immediate removal from a TMA event and cancellation of the registration, without receiving a refund.

For your reference, the following link provides up-to-date information on Covid-19 in Florida:

<https://floridahealthcovid19.gov/>