

## **AIRP Meeting and Social Event Code of Conduct**

This code of conduct outlines AIRP's expectations for all AIRP staff, contractors, volunteers, registrants, guests, and vendors at AIRP Radiologic-Pathologic course meetings and/or social events. All participants who attend these meetings and events are expected to abide by this code of conduct to help ensure a pleasant and safe meeting experience.

### **Expected Behavior:**

- Conduct and present yourself in a professional manner at all times
- Be respectful and considerate of, residents and fellows who attend and participate in AIRP courses; volunteers, staff, contractors, meeting registrants, guests and vendors
- Refrain from any discriminatory, harassing and demeaning speech and behavior
- Obey the rules and regulations of the AFI Silver Theater; and any other hotel or meeting/special event venue that AIRP has contracted with for the purposes of facilitating your meeting/event

### **Unacceptable Behavior includes but is not limited to:**

- Intimidating, harassing, abusive or discriminatory actions or speech
- Excessive alcohol consumption during an AIRP event (i.e. reception and/or dinner) and after event hours for social drinking while at an AIRP event (Please refer to American College of Radiology (ACR) travel reimbursement policy.)
- Physical or verbal abuse
- Intentional and unwelcome physical contact and sexual references or connotations
- Disruptive behavior that will interrupt any portion of the meeting or event

### **What to do if you experience or witness unacceptable behavior at an AIRP Meeting or Event:**

- Promptly report it to the most senior staff person present at the meeting or event

### **What to do if you receive a report of unacceptable behavior at an AIRP Meeting or Event:**

- Immediately contact the AIRP staff so that they can contact the individual who has experienced the offense to get a full report of the incident and coordinate an investigation

### **Consequences of Unacceptable Behavior**

Unacceptable behavior will not be tolerated any AIRP meetings or social events. Therefore, individuals displaying such behavior will be asked to immediately stop the behavior. In addition, AIRP reserves the right to ask the offender to leave the meeting or event without warning and can prohibit attendance at any future AIRP meetings and events. If an offender is asked to leave a meeting or event, AIRP will not refund any registration fees or related expenses incurred for their attendance at the meeting.

Based on the individual's relationship with AIRP (i.e. staff, contractor, member, volunteer, guest or vendor) further disciplinary or contractual action will be taken for anyone displaying unacceptable behavior. These actions can include but are not limited to; a verbal warning to the offender, suspension or termination of employment from AIRP, Ethics Committee action including suspension or expulsion from ACR membership if the individual is an ACR member, banning from future AIRP meetings and events and termination of future business relationships.

**Anti-Harassment and Anti-Discrimination Policy Applies at AIRP Rad-Path Courses and Other Meetings/Events**

Please note that ACR's policy against sexual harassment and other unlawful discrimination applies to all AIRP locations and activities, including at AIRP Rad-Path Courses and other AIRP meetings and events. If you experience directly or learn of any inappropriate conduct by a faculty; other volunteer; staff a guest, vendor or anyone else, please inform AIRP staff immediately. We have this policy to help one another.