

## **NFPA Conference and Event Policies**

### **Attendee Code of Conduct**

NFPA is committed to providing a safe, productive, and welcoming environment for all meeting attendees, members, Headquarters staff, and sponsors/exhibitors. Each participant, including attendees, members, speakers, volunteers, sponsors/exhibitors, Headquarters Staff, and Service Providers, is expected to understand and follow NFPA's Conference and Event Policies. These expectations apply to all NFPA meeting-related events, including, but not limited to, events held in conjunction with NFPA's Annual Convention, Joint Conference and Region Meetings.

#### ***Personal Safety and Security***

NFPA works with event venue staff to ensure meeting participants are safe. We ask that all attendees report any questionable activity to the NFPA President, Executive Director, or venue Security Staff. No concern is too small – if you see something, say something. The NFPA Board will maintain the strictest confidentiality in the reporting process to the extent practicable. NFPA has a zero tolerance policy against retaliation of any individual who submits a report, or is a witness who provides information regarding a report.

#### ***Suggested Safety Tips***

- Be aware of your surroundings at all times.
- Regardless of where you are, use the "Buddy System" when walking to and from the conference location, networking and social event locations – especially during early morning or evening hours.
- Do not wear your event badge outside of the venue. Remove it as soon as you leave the event venue.
- Do not carry a lot of cash or credit cards.
- Do not leave personal property unattended anywhere, anytime.

In the event of an emergency, immediately contact local law enforcement, venue Security Staff or any NFPA Board Member.

#### ***Alcohol or Cannabis Consumption***

At some NFPA social events, alcoholic and non-alcoholic beverages may be served or offered for purchase. NFPA expects participants to behave professionally and responsibly at all NFPA related events. NFPA and venue Staff have the absolute right to deny beverage service to any participant, and may require a participant to immediately leave an event without a refund.

While recreational use of marijuana or cannabis products is permitted for private use in some states where NFPA events are held, it is the standing of NFPA that there shall be no consumption, distribution, or possession of any cannabis products during NFPA events. Attendees shall adhere to applicable local laws related to the consumption of alcohol, cannabis and tobacco products outside of NFPA events.

Violation of these policies could result in your expulsion from an NFPA event with no refund, as well as possible referral to local law enforcement.

### *Unacceptable Conduct*

- Harassment, intimidation, or discrimination in any form.
- Any abuse, including physical, verbal or non-verbal abuse, of any attendee, member, speaker, volunteer, exhibitor, NFPA Board Member, Headquarters Staff, Service Provider, venue staff, or any other event guest.
- Disruptions during active presentations, or at any event organized by NFPA and/or Headquarters Staff at the event venue, or other NFPA-contracted facilities.
- Unacceptable behavior includes, but is not limited to: comments related to gender, gender identity or expression, age, sexual orientation, disability, physical appearance, body size, race, religion, national origin, political affiliation; inappropriate use of nudity and/or sexual images in public spaces or in presentations; verbal or non-verbal threats or stalking any registered attendee, speaker, member, volunteer, exhibitor, Headquarters Staff, Service Provider, venue staff, or any other registered meeting guest.
- Any person asked to stop any harassing behavior is expected to comply immediately.

### *Sexual Harassment*

Sexual harassment whether opposite sex or same sex, is unacceptable conduct of a sexual nature which makes a person feel uncomfortable, offended, humiliated and/or intimidated and will not be tolerated. Harassment may be physical, verbal and non-verbal and can involve one or more incidents. Examples of conduct or behavior which constitute sexual harassment include, but are not limited to:

- Physical conduct
- Physical violence, including sexual assault
- Unwelcome physical contact or inappropriate touching
- Unwelcome sexual attention
- The use of verbal or non-verbal threats or rewards to solicit sexual favors
- Lewd or foul language of an offensive sexual nature, sexual propositions, sexual jokes or remarks, obscene gestures and displays of pornographic or sexually explicit pictures, drawings or caricatures

### *Verbal conduct*

- Comments or insults based on appearance, age, private life, etc.
- Sexual comments, stories or jokes
- Sexual advances
- Repeated and unwanted social invitations for dates or physical intimacy
- Condescending or sexist remarks
- Sending sexually explicit messages (by phone or email)

### *Non-verbal conduct*

- Display of sexually explicit or suggestive material or images
- Sexually-suggestive gestures
- Whistling or “cat calling”

### *Reporting Unacceptable Conduct*

If you or anyone else is in immediate danger at any time, contact local law enforcement immediately (9-1-1) and immediately notify venue Security Staff.

If you or anyone else is the subject of unacceptable conduct, please contact the NFPA President or Executive Director.

NFPA has zero-tolerance for any form of discrimination or harassment, including sexual harassment. If you experience or observe harassment or hear of any incidents of unacceptable behavior, NFPA asks that you please inform the NFPA President or Executive Director so that we can take action. If neither can be reached in person, you may reach out via email or phone:

- President, [president@paralegals.org](mailto:president@paralegals.org) (813) 417-0158
- Executive Director, [executivedirector@paralegals.org](mailto:executivedirector@paralegals.org) (901) 351-1179

All reports will be treated seriously. Incidents will be handled with respect for the privacy of the reporting party, and will be confidential to the extent practical, given the circumstances.

Upon receiving a complaint, the NFPA Board of Directors, may contact venue Security Staff and/or local law enforcement as appropriate.

Behavior which does not rise to the level of criminal conduct will be assigned to the NFPA President or Executive Director for additional follow up including, but not

limited to meeting with the reporting party.

If it is determined that an individual has been found to have harassed another person, the following may take place:

- Immediate revocation of NFPA membership with no refund; and  
Immediate termination of attendance at any NFPA-sponsored event

The NFPA Board Member receiving the report will respect any and all requests of the reporting party to remain anonymous. Unacceptable conduct may be part of a larger pattern of repeated harassment. Please alert any NFPA Board Member to all such conduct regardless of the offender's identity, job title, or standing within NFPA.

### *Retaliation*

NFPA has zero tolerance for retaliation against individuals for reporting unacceptable conduct at any NFPA-related event or is a witness who provides information regarding a report. If it is determined that an individual has been found to have retaliated against another person for reporting an incident or for providing information about an incident, the following may take place:

- Immediate revocation of NFPA membership with no refund; and  
Immediate termination of attendance at any NFPA-sponsored event