



## **Virtual Programs Code of Conduct**

LeadingAge Iowa is committed to providing a safe, productive, and welcoming environment for all meeting participants and LAI staff. All participants, including, but not limited to, attendees, speakers, volunteers, exhibitors, LAI staff members, service providers, and all others are expected to abide by this Virtual Programs Code of Conduct. This Policy applies to all LAI meeting-related events, including those sponsored by organizations other than LAI but held in conjunction with LAI events, on public or private platforms.

LAI has zero-tolerance for any form of discrimination or harassment, including but not limited to sexual harassment by participants or our staff at our meetings. If you experience harassment or hear of any incidents of unacceptable behavior, LAI asks that you inform Amy Huisman, Director of Professional Development, [AHuisman@LeadingAgeIowa.org](mailto:AHuisman@LeadingAgeIowa.org) or 515-440-4630 so that we can take the appropriate action.

Unacceptable Behavior is defined as:

- Harassment, intimidation, or discrimination in any form.
- Verbal abuse of any attendee, speaker, volunteer, exhibitor, LAI staff member, service provider, or other meeting guest.
- Disruption of presentations during sessions, in the exhibit hall, or at other events organized by LAI throughout the virtual meeting. All participants must comply with the instructions of the moderator and any LAI virtual event staff.
- Presentations, postings, and messages should not contain promotional materials, special offers, job offers, product announcements, or solicitation for services. LAI reserves the right to remove such messages and potentially ban sources of those solicitations.
- Participants should not copy or take screen shots of Q&A or any chat room activity that takes place in the virtual space.

LAI reserves the right to take any action deemed necessary and appropriate, including immediate removal from the meeting without warning or refund, in response to any incident of unacceptable behavior, and LAI reserves the right to prohibit attendance at any future meeting, virtually or in person.