

# U.S. TRAVEL ASSOCIATION

# EVENTS CODE OF CONDUCT

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## Background and Purpose

U.S. Travel Association (“U.S. Travel” or “Association”) is a nonprofit, tax-exempt association that works to grow and sustain travel and protect the freedom to travel. U.S. Travel maintains and enforces the highest standards of ethics and conduct.

The purpose of this Code of Conduct is to establish minimum expectations of behavior for individuals attending IPW, ESTO, and all other U.S. Travel-sponsored meetings and events (“U.S. Travel Events” or “Event(s)”). It is supplemental to any other applicable Association rules and it applies to all individuals on premises at U.S. Travel Events.

## Expected Conduct

U.S. Travel seeks to provide a conference environment in which all participants feel safe and are treated with respect. In order to create that environment, participants are expected to maintain appropriate standards of behavior by refraining from conduct that may be (or perceived to be) harmful to themselves, other participants, U.S. Travel staff and/or other third parties.

Types of conduct that U.S. Travel considers inappropriate includes, but is not limited to:

- Harassment, which is defined for purposes of this policy to include (i) unwelcome or offensive verbal, visual, or physical contact directed at any employee, member, contractor, or other individual, including conduct or comments that a person would reasonably find offensive;
- Deliberate intimidation, stalking, inappropriate photography or recording; and
- Sustained disruption of talks or other events.

Note that conduct acceptable to one person may be offensive to another. Thus, the Association will not tolerate unwelcome jokes, comments, gestures, or other expressions, however intended.

Some examples of unacceptable behavior are:

- Verbal conduct such as epithets, derogatory comments, slurs or unwanted sexual comments, advances, or invitations;
- Visual conduct such as derogatory posters, photography, cartoons, drawings or gestures;
- Physical conduct such as assault, unwanted touching, blocking normal movement patterns or interfering with work of another because of his or her sex or race or any other protected characteristic;

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- Threats and demands including warnings of physical harm or demands to submit to requests for sexual favors in order to keep one's job, advance in position, or to avoid loss or offers of job benefits; and
- Retaliation, revenge, or retribution for having reported or threatening to report harassment.

## **Consequences of Participant Engagement in Inappropriate Conduct**

Participants asked to stop engaging in inappropriate conduct are expected to comply immediately.

U.S. Travel, in its sole discretion, will determine the nature of the participant conduct that warrants corrective action as well as the corrective action to be taken. Corrective actions may take one of the following forms: verbal warning; expulsion from the conference event; expulsion from the conference with no refund of conference fees; bar from future U.S. Travel and U.S. Travel affiliate conferences and events, removal of U.S. Travel director; and/or stripping a U.S. Travel member of his or her company's membership in U.S. Travel. U.S. Travel, however, has no obligation to use any one or more of these forms of corrective action prior to revoking membership, in accordance with U.S. Travel procedures. Any or all of these actions can be omitted as U.S. Travel deems appropriate, in its discretion.

If you believe you are being subjected to inappropriate conduct, believe someone else is being subjected to inappropriate conduct, or have any other concerns, please contact the Event General Manager or the Event Assistant General Manager. If you or someone else is in immediate danger, please contact hotel security or local law enforcement.