

MEETINGS CODE OF CONDUCT

TMS is committed to providing a safe, inclusive, and welcoming environment and an experience that embraces the richness of diversity where all participants may exchange ideas, learn, network, and socialize in the company of colleagues in an environment of mutual respect. TMS does not tolerate harassment in any form and requires all participants to abide by the *TMS Anti-Harassment Policy* and *Meetings Code of Conduct* in all venues and formats, including ancillary events and social gatherings. Participants include, but are not limited to, attendees, exhibitors, speakers, members, guests, contractors, and TMS staff. TMS will communicate its *Anti-Harassment Policy* and *Meetings Code of Conduct* to all service providers and venue leadership.

Expected Behavior

- Exercise consideration and respect in your speech and actions.
- Be mindful of your surroundings and of your fellow participants. Alert TMS staff or venue staff if you notice a dangerous situation, someone in distress, or someone being harassed.
- Respect the rules and policies of the convention center, hotels, contracted facility, or any other venue.
- Request permission from TMS and speakers before recording or taking photographs during presentations, including web-based presentations.
- Turn off any ringers or otherwise disrupting devices while in meeting rooms.

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 of a claim

Anyone requested to stop unacceptable behavior is expected to comply immediately.

Consequences

- TMS may take any action deemed necessary and appropriate, including immediate removal from the meeting without warning or refund.
- TMS reserves the right to prohibit attendance at any future meeting.
- Other consequences, as set forth in the *TMS Anti-Harassment Policy*, as applicable.

Reporting Unacceptable Behavior

- Event-specific instructions and contact information for reporting issues will be included in the on-site program and on the event website.

- Anyone witnessing or who is the subject of behavior that violates the *TMS Anti-Harassment Policy* or *Meetings Code of Conduct*, should immediately notify a TMS staff member or venue staff.
- Anyone witnessing or who is the subject of behavior that constitutes an immediate threat to public or personal safety should contact a TMS staff member, venue staff, or dial emergency services (911 in the US).

Investigation of Reports

- TMS 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 TMS staff, leaders, and legal counsel as appropriate. Event security and/or local law enforcement may be involved, as appropriate based on the specific circumstances.
- TMS 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 TMS Board of Directors via the TMS Executive Director or TMS President. The decision of the Board of Directors shall be final.