

ACEC Missouri's **DIGITAL MEETING CODE OF CONDUCT POLICY**

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

ACEC Missouri has zero-tolerance for any form of discrimination or harassment, including but not limited to sexual harassment by participants or staff at meetings. If you experience harassment or hear of any incidents of unacceptable behavior, report it to ACEC Missouri staff immediately so that appropriate action may be taken.

Unacceptable Behavior is defined as:

- Harassment, intimidation, or discrimination in any form.
- Verbal abuse of any attendee, speaker, volunteer, exhibitor, ACEC Missouri staff member, service provider, or other meeting guest.
- Examples of verbal abuse include, but are not limited to, verbal comments related to gender, sexual orientation, disability, physical appearance, body size, race, religion, national origin, inappropriate use of nudity and/or sexual images in public spaces or in presentations, or threatening or stalking any attendee, speaker, volunteer, exhibitor, ACEC Missouri staff member, service provider, or other meeting guest.
- Disruption of presentations during digital events. All participants must comply with the instructions of the moderator and any ACEC Missouri staff.
- Postings and chat messages should not contain promotional materials, special offers, job offers, product announcements, or solicitation for services. ACEC Missouri 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.

ACEC Missouri 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. ACEC Missouri reserves the right to prohibit attendance of those exhibiting unacceptable behavior at any future meeting, virtually or in person.