

## **Professional Standards and Code of Conduct at International Facility Management Association of New York City (IFMA NYC) Activities and Events**

*Policy adopted on Monday, February 4, 2019*

The open exchange of ideas is central to the IFMA NYC mission. This requires an environment that embraces diversity and provides a safe, welcoming environment for all. This policy **applies to all IFMA NYC activities**, including:

- Conferences, symposia, workshops, and events sponsored, co-sponsored, or in cooperation with IFMA NYC;
- IFMA NYC member meetings;
- Exchanges among committees or other bodies associated with IFMA NYC activities publications and communications sent through communication channels associated with IFMA NYC, including social media.

### **Expected Behavior**

We expect all participants in IFMA NYC activities to abide by this policy in all venues, including ancillary events and unofficial social gatherings:

- Exercise consideration and respect in your speech and actions;
- Refrain from demeaning, discriminatory, or harassing behavior and speech;
- Be mindful of your surroundings and of your fellow participants;
- Alert IFMA NYC leaders if you notice a dangerous situation, someone in distress, or violations of this policy, even if they seem inconsequential.

### **Unacceptable Behavior at any IFMA NYC Activity**

- **Abuse:** Any action directed at an individual that (a) interferes substantially with that person's participation; or (b) causes that person to fear for his/her personal safety. This includes threats, intimidation, bullying, stalking, or other types of abuse.
- **Discriminatory Harassment:** Any conduct that discriminates or denigrates an individual based on race, ethnicity, religion, citizenship, nationality, age, sexual or gender identity, disability, or any other characteristic protected by law in the location where the IFMA NYC activity takes place.
- **Sexual Harassment:** Unwelcome sexual advances, requests for sexual favors, or other verbal/physical conduct of a sexual nature. Examples include (but are not limited to):
  - Unwelcome advances or propositions, particularly when one individual has authority over the other;
  - Inappropriate touching of an individual's body;
  - Degrading or humiliating comments about an individual's appearance;
  - Using an activity-related communication channel to display or distribute sexually explicit images or messages;
- **Negative/Inappropriate behavior at IFMA NYC Chapter Hosted Events:** Examples include (but are not limited to):
  - Disrespect or harassment of event staff, IFMA NYC Chapter members and/or venue personnel
  - Overconsumption of alcohol
  - Physical Violence/Verbal abuse

*\*Please note, if a member or guest displays inappropriate behavior at an IFMA NYC Chapter-hosted event, the Chapter authorizes event staff/Chapter leadership to determine whether this guest is to be instructed to leave the event or meeting. Any guests asked to leave an event due to inappropriate or violent behavior will be subject to a revoked membership status and will no longer be permitted to attend IFMA NYC hosted events.*

Unacceptable behaviors include, but are not limited to:

- Intimidating, harassing, abusive, discriminatory, derogatory or demeaning speech or actions by any participant in IFMA NYC activities, at all related events and in one-on-one communications carried out in the context of IFMA NYC activities;
- Offensive, degrading, humiliating, harmful, or prejudicial verbal or written comments or visual images related to gender, sexual orientation, race, religion, disability, age, appearance, or other personal characteristics;
- Unwelcome sexual advances, requests for sexual favors, or other verbal/physical conduct of a sexual nature;
- Inappropriate or gratuitous use of nudity, sexual images, or stereotyped images including using an activity-related communication channel to display or distribute sexually explicit or otherwise offensive or discriminatory images or messages;
- Deliberate intimidation, stalking or following;
- Harassing photography or recording;
- Sustained disruption of talks or other events;
- Unwelcome and uninvited attention or contact;
- Physical assault (including unwelcome touch or groping);
- Real or implied threat of physical harm;
- Real or implied threat of professional or financial damage or harm.

Harassment can occur when there is no deliberate intention to offend. Be careful in the words that you choose. Harassment committed in a joking manner or disguised as a compliment still constitutes unacceptable behavior. Remember that sexist, racist, and other exclusionary jokes can be offensive to those around you.

### **Consequences of Unacceptable Behavior**

If a participant in an IFMA NYC activity engages in prohibited behavior, IFMA NYC reserves the right to take any action IFMA NYC deems appropriate. IFMA NYC reserves the right to:

- Remove an individual from any IFMA NYC activity without warning or refund;
- Prohibit an individual from participating in future IFMA NYC activities;
- Exclude an individual from IFMA NYC leadership positions;
- Exclude any individual from deriving other benefits from IFMA NYC activities;
- Report the actions of individuals or companies considered contrary to the Code of Ethics to IFMA. IFMA shall follow standard procedures for the enforcement of this Code as approved by the IFMA Board of Directors.

Such sanctions may be applied regardless of whether or not the offender is a member of IFMA NYC. Appropriate sanctions also will be taken toward any individual who knowingly makes a false allegation of harassment.

### **How to Report Unacceptable Behavior**

In the event of unacceptable behavior, you may wish to inform a person in authority. Those in authority to act in these cases include the event chair, an IFMA NYC leader, an onsite IFMA NYC member, and other IFMA NYC organizers.

### **Warnings and Disclaimers**

This Policy Against Harassment at IFMA NYC Activities is not intended to limit open discussion of the merits of particular work or issues presented at IFMA NYC events. It applies only to **behavior** at IFMA NYC events and activities.

IFMA NYC assumes no liability or responsibility for the actions of any member or other activity participant.

IFMA NYC is not responsible for protecting the safety of members or participants in IFMA NYC activities. Any individual who feels his/her safety is at risk due to harassment or for any other reason is encouraged to take appropriate steps to ensure personal safety.

There may be situations (such as those involving Title IX issues in the United States and venue- or employer-specific policies) where an on-site person who is informed of harassment will be under an obligation to file a report with an individual or organization outside IFMA NYC.

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