



CAI Greater Los Angeles Chapter Event Code of Conduct

The Greater Los Angeles Chapter of the Community Associations Institute (CAI-GLAC) is dedicated to a pleasant event experience for attendees. All participants including, but not limited to, attendees, CAI-GLAC staff, speakers, volunteers, sponsors, exhibitors, and others are expected to adhere to the Event Code of Conduct. This policy applies to all CAI-GLAC events.

Alcohol and Drug Use

Many CAI-GLAC events serve both alcoholic and non-alcoholic beverages. CAI-GLAC expects participants at our events to drink and behave responsibly. If purchasing alcohol for others, participants agree to monitor the behavior of those participants as well as their own. Participants agree not to drive while intoxicated.

CAI-GLAC and/or the hosting event staff have the right to deny service to participants for any reason and may require a participant to leave the event.

In the current legislative environment, marijuana use is legal in California. However, CAI-GLAC will not knowingly allow inappropriate behavior related to the possession, distribution, or use of controlled substances, even if the use of such substance(s) is legal under state law.

Weapons

To the extent consistent with and permitted by applicable law, CAI-GLAC does not permit the possession of firearms or other weapons at any CAI-GLAC event.

Unacceptable Behavior

CAI-GLAC prohibits harassment of any kind, including sexual harassment, and will take appropriate and immediate action in response to complaints or knowledge of violations of this policy. For purposes of this policy, harassment is any verbal or physical conduct designed to threaten, intimidate, or coerce another person. Verbal taunting (including racial and ethnic slurs) is included in the definition of harassment.



The following examples of harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this policy:

Verbal harassment includes comments that are offensive or unwelcome regarding a person's nationality, origin, race, color, religion, gender, sexual orientation, age, body, disability, or appearance, including epithets, slurs, and negative stereotyping.

Nonverbal harassment includes distribution, display, or discussion of any written or graphic material that ridicules, denigrates, insults, belittles, or shows hostility, aversion, or disrespect toward an individual or group because of national origin, race, color, religion, age, gender, sexual orientation, pregnancy, appearance, disability, sexual identity, marital, or other protected status.

Sexual Harassment

Sexual harassment is prohibited under CAI-GLAC's anti-harassment policy. According to the Equal Employment Opportunity Commission (EEOC), sexual harassment is defined as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when such conduct has the purpose or effect of creating an intimidating, hostile, or offensive environment."

A "hostile environment" is where harassment creates an offensive and unpleasant environment. Hostile environment harassment consists of verbiage of a sexual nature, unwelcome sexual materials or even unwelcome physical contact. Texts, e-mails, cartoons, or posters of a sexual nature; vulgar or lewd comments or jokes; or unwanted touching or fondling all fall into this category.

Courteous, mutually respectful, pleasant, noncoercive interactions that are acceptable to and welcomed by both parties are not considered to be harassment, including sexual harassment.

Complaint Process

CAI-GLAC will courteously treat any person who invokes this complaint procedure and will handle all complaints swiftly and confidentially to the extent possible in light of the need to take appropriate corrective action. Complaints may be sent in writing to the Executive Director and/or Chapter Board President as appropriate and will be addressed within five (5) business days.



Onsite Enforcement & Reporting

1. Participants asked to stop any harassing behavior(s) are expected to comply immediately.
2. CAI-GLAC reserves the right to take any action deemed necessary and appropriate, including immediate removal from the meeting or event without warning or refund, in response to any incident or unacceptable behavior, and CAI-GLAC reserves the right to prohibit attendance at any future meeting or event.
3. If you experience harassment or hear of any incidents of unacceptable behavior, CAI-GLAC asks that you contact a staff member, and ask for the Executive Director, so that appropriate action can be taken. If the Executive Director is unavailable, ask for the current Chapter Board President.
4. Please be aware, however, that, because CAI-GLAC is not a law enforcement agency or a governmental agency with the statutory right to investigate, compel cooperation, testimony, or the production of evidence and has no authority to enforce the law or compel behavior, its ability to enforce this policy may be limited or even nonexistent.
5. Also be aware that CAI-GLAC has no power whatsoever to prevent any person accused of unlawful or improper behavior and who believes such action has caused him or her legal harm to institute potential legal action against the person he or she believes has caused the harm.

Staff Procedures

Reporting: Internal Procedures for Staff

1. Any member of staff can issue a verbal warning to a participant that their behavior violates the Event Code of Conduct. Warnings should be reported to the Executive Director as soon as possible and include identifying information (name of participant), time the warning was issued, behavior that was in violation, approximate time of behavior (if at a different time than the warning), circumstances surrounding the incident, and other people involved in the incident (including witnesses, if any). Verbal or oral warnings and reports should be reduced to writing as soon as practicable after their occurrence so that a record may be made and kept.
2. Reporting
 - a. When taking a personal report, staff should find a space that is safe and that cannot be overheard. It is recommended that one other staff member or a Chapter Board member be present as a witness to the report. Staff will not ask the individual to confront anyone, and the individual's identity will remain with



- event staff only. However, CAI-GLAC may not be able to guarantee confidentiality or anonymity to a complainant or witness.
- b. If possible and practicable, staff should also interview any witnesses and give the accused an opportunity to respond to the charge.
3. Presentations or similar events should not be stopped for one-time gaffes or minor problems, although a staff member should speak to the presenter afterwards. However, staff should take immediate action to politely and calmly stop any presentation or event that repeatedly (two or more occasions) or seriously violates the Event Code of Conduct.
 4. A participant may be expelled for any of the following:
 - a. A second offense resulting in a warning from staff;
 - b. Continuation of the offensive behavior after being directed with "No" or "Stop" instructions;
 - c. A pattern (two or more incidents) of offensive behavior, with or without warnings;
 - d. A single serious offense (e.g., punching, groping, exposing oneself to another, use of hate speech or speech tending to incite violence); or
 - e. A single intentional offense (e.g., taking an up-skirt photo).

Filming and Photography at CAI-GLAC Events

- Personal photos and videos are permitted in common public areas outside of the sessions and in the exhibit hall (if present).
- Program content is owned by CAI-GLAC and may not be distributed without prior permission. Consequently, the distribution, duplication, or piracy of CAI-GLAC materials and session content for profit is prohibited. Attendees who ignore this policy will be at risk of losing their membership standing.
- Any requests for filming or photography in a session room, regardless of purpose, must be submitted in writing at least 7 days in advance of the meeting. These requests will be approved at the discretion of the Executive Director.
- Approved journalists (reporters with press credentials from CAI-GLAC) may utilize recording devices. However, reporting may not interfere with any session proceedings. Recordings are for use by the reporter only for news stories only and are not to be reproduced or distributed in any other way unless approved by the CAI-GLAC Board of Directors.
- Press credentials must be requested in writing in advance of the meeting. If approved, journalists will receive appropriate credentials for specific needs and may be accompanied by an CAI-GLAC staff member. Violation or abuse of any policies will



result in the reporter's credentials being revoked and being banned from future CAI-GLAC meetings.

- The "press" is defined as any media organization that regularly engages in journalistic reporting. Members of the press are not exempt from CAI-GLAC's onsite solicitation policies and must abide by all rules and regulations associated with the event.
- CAI-GLAC may take photographs and video recordings during any CAI-GLAC meeting. When registering for the meeting, all attendees grant CAI-GLAC the right to use their name and likeness. In consideration for participating in the CAI-GLAC meeting, CAI-GLAC is granted the right and permission to record, photograph, use, and distribute (royalty-free, both now and in the future) any attendee's image, name, and voice in all forms and all media including, without limitation, photographs, electronic reproductions and transmission of images and audio files, webcasting, and any other uses on the internet for any and all of CAI-GLAC's lawful purposes.

COVID-19

Due to the fluid COVID-19 situation across the country, CAI-GLAC leadership is proactively monitoring health protocols based on guidance from the U.S. Centers for Disease Control and Prevention (CDC) and the California State Department of Health to ensure a safe meeting for all attendees.

As necessary, attendees will agree to:

- Wearing face coverings in other indoor places throughout the city where event is held (e.g., restaurants, bars and other indoor attractions), should local mandates require them
- When possible, physical distancing in indoor spaces
- Using hand-sanitizing stations as they are available
- Washing hands frequently
- Act in a responsible manner and observe and comply with all COVID-19 safety protocols outlined by CAI-GLAC and the event venue
- Stay home in the event of exposure to COVID-19, a positive COVID-19 test, or if symptoms arise. Please contact CAI-GLAC Headquarters for details on canceling registration should this need arise.

The entire CAI-GLAC staff is vaccinated and will be wearing masks indoors if required by local mandates or the CDC. For everyone's safety, CAI-GLAC encourages conference attendees to be vaccinated prior to arrival. We recognize that health protocols change often and any



updates to these protocols will be provided via email and on the event page of the CAI-GLAC website.

Agreement:

By registering for a CAI-GLAC event, you are agreeing to abide by the CAI-GLAC Event Code of Conduct as outlined above and you acknowledge and accept the following: Participation in any CAI-GLAC meeting or activities constitutes an agreement by the attendee to the use and distribution of the attendee's image or voice in photograph or electronic reproduction of such events and activities by CAI-GLAC and other third parties. In the event of cancellation or non-attendance, CAI-GLAC will not be responsible for refund of hotel charges, travel-related expenses, or re-booking fees. It is strongly suggested that each registrant obtain travel insurance. CAI-GLAC cannot, and does not, warrant that any participant will be free of damage, loss, or injury arising from or related to the Covid-19 pandemic. All attendees acknowledge that they are voluntarily choosing to participate in CAI-GLAC events. Each attendee, sponsor, registrant, exhibitor, participant, volunteer, board member and staff member acknowledge that there are inherent risks, hazards, and dangers involved, including but not limited to transport of equipment, travel to/from the event, attendance and participation in the event, and damage, loss, or injury arising from or related to the Covid-19 pandemic.