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## **NANETS Supported Events Code of Conduct Policy**

### **1. Purpose**

NANETS supported events aim to be inclusive of multi-disciplinary medical professionals and allied health care providers of all types. As such, we are committed to providing a welcoming, safe and supportive environment for all, regardless of gender, race, color, ethnicity, sexual orientation, religion, disability, political orientation, genetic information, age, familial status, military status, domestic violence victim status, or other personal characteristics.

This Code of Conduct outlines our expectations for all those who participate in NANETS supported events as well as the consequences for unacceptable behavior. In this document, NANETS supported events are any events NANETS organizes, contributes to, sponsors, and/or provides material assistance for in any way. These events include, but are not limited to:

- NANETS Annual Symposium
- NANETS Regional NET Education Conferences
- NANETS Consensus Meetings
- NANETS Joint Symposia
- NANETS Committee Meetings
- NANETS Board of Directors Meetings

We expect all participants in NANETS supported events to create safe and positive experiences for everyone.

“Participant” in this policy refers to anyone present at NANETS supported events including speakers, members, attendees, vendors, exhibitors, contractors, guests, media and staff.

### **2. Expected Behavior**

The North American Neuroendocrine Tumor Society expects all participants at NANETS supported events (attendees, members, speakers, vendors, exhibitors, contractors, staff and venue staff) to abide by this Code of Conduct in all venues at NANETS supported events, including ancillary events and official 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
- Ensure that presented materials (verbal and visual) adhere to reasonable standards of professionalism and avoid inclusion of material that could be deemed offensive by any group – even if intended for purposes of levity and amusement

- Alert a NANETS officer or a member of NANETS staff if you notice violations of this Code of Conduct, even if they seem inconsequential
- Contact law enforcement immediately and directly if you witness a dangerous situation or someone in distress and take all steps you deem necessary to protect yourself

### 3. Unacceptable Behavior

Unacceptable behaviors include, but are not limited to:

- Intimidating, harassing, abusive, discriminatory, derogatory or demeaning speech or actions by any participant in NANETS supported events, at all related events and in one-on-one communications carried out in the context of NANETS supported events. NANETS supported events venues may be shared with members of the public; please be respectful to all patrons of these locations
- Harmful or prejudicial verbal or written comments or visual images related to gender, race, color, ethnicity, sexual orientation, religion, disability, political orientation, genetic information, age, familial status, military status, domestic violence victim status, or other personal characteristics.
- Inappropriate use of nudity and/or sexually suggestive images in public spaces (including presentation slides)
- 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 touching or groping)
- Real or implied threat of physical harm
- Real or implied threat of professional or financial damage or harm

Be careful in the words you choose. Harassment committed in a joking manner still constitutes unacceptable behavior. Remember that sexist, racist, and other exclusionary jokes can be offensive to those around you. Excessive swearing and offensive jokes are not appropriate for NANETS supported events.

Retaliation for reporting harassment is a violation of the Code of Conduct. Persons reporting violations of the policy will not be subject to any retaliation in any form.

### 4. Consequences of Unacceptable Behavior

Unacceptable behavior from any participant at NANETS supported events, including attendees, speakers, sponsors, exhibitors, contractors, volunteer leaders, vendors, venue staff, and anyone with decision-making authority, will not be tolerated.

If a participant engages in unacceptable behavior, NANETS reserves the right to take any action NANETS deems appropriate up to and including rescinding a speaking invitation, rescinding an invitation to serve on a guidelines panel or NANETS committee, removal of an individual from NANETS supported events without warning or refund; prohibiting an individual from attendance at future NANETS supported events; and the cancellation of NANETS membership.

All complaints will be reviewed by the NANETS' Executive Committee. This includes, but is not limited to:

- Review of the initial complaint
- Investigation into the situation presented

- An opportunity for the accused to be heard

Any action resulting from the Executive Committee's deliberation will be presented to the full board for approval. Should a complaint be filed by or refer to an officer or member of the board, that individual will be recused for all deliberations, decision-making and voting.

A record of all disciplinary action shall be maintained in NANETS records.

#### **5. If You Are Subject to or Witness Unacceptable Behavior**

If you are being subjected to, or notice that someone else is being subjected to, behavior that violates this Code of Conduct, please contact a NANETS officer or NANETS staff in person or email [staff@nanets.net](mailto:staff@nanets.net). Officers and staff can be identified by their name badges at NANETS supported events.

All complaints will be treated seriously and responded to as promptly as possible.

If possible, provide the following information, preferably in writing:

- Identifying information (name, appearance) of the participant doing the harassing
- The behavior that was in violation
- The approximate time of the behavior (if different than the time the report was made)
- The circumstances surrounding the incident
- Other people involved in or witnessing the incident