

<b>Policy Name:</b> Event Conduct Policy
<b>Policy Number:</b> GEN-021
<b>Policy applies to:</b> Society and Affiliates
<b>Date last Reviewed:</b> 02/25/2022
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<b>Date of Adoption:</b> 05/31/2018
<b>Approving Body:</b> ASCO Board of Directors
<b>Contact Department:</b> CEIL
<b>Visible to:</b> Public, Staff and Volunteers

### 1. Code of Conduct

ASCO is committed to providing a professional, collegial, safe, supportive, and respectful meeting environment, regardless of a person’s race, color, ethnicity, national origin, citizenship status, age, religion, disability status, gender, gender identity, sexual orientation, genetic information, physical appearance, or other characteristic (“personal characteristics”). ASCO expects individuals to uphold the professional and educational purposes of ASCO and its events by respecting the rights, privacy, safety, and dignity of all persons. ASCO expects individuals to exercise professionalism, consideration, and respect in their speech and actions. ASCO expects individuals to refrain from harassing speech and other harassing behavior.

### 2. Scope and Application

The Event Conduct Policy applies to any in-person and/or online gathering or event that is hosted or sponsored by ASCO, including but not limited to educational symposia, exhibits, committee meetings, written comment and discussion groups, professional gatherings, and platforms and settings ancillary thereto (each an “ASCO Event”). This Policy applies to any and all participants in ASCO Events, including but not limited to employees, members, volunteers, interns, guests, vendors, contractors, exhibitors, faculty, and other attendees (each a “Participant”).

### 3. Unacceptable Behavior

Unacceptable behavior includes, but is not limited to:

- Unwelcome and uninvited attention or contact with another Participant
- Verbal or written comments, or visual images, that are sexually suggestive, or that denigrate or show hostility or aversion toward an individual, or group of individuals, or that create an intimidating, hostile, or offensive environment, or that unreasonably interfere with an individual’s ability to participate in the ASCO Event;
- Unwelcome sexual advances, requests for sexual favors, or other unwelcome physical, verbal, visual, or other conduct of a sexual nature;
- Inappropriate, unnecessary, or irrelevant use of nudity and/or sexual images;

- Intimidating, harassing, abusive, defamatory, profane, discriminatory, derogatory or demeaning speech;
- Harmful or prejudicial verbal or written comments or visual images related to personal characteristics;
- Deliberate intimidation or stalking;
- Harassing photography or recording;
- Sustained or repeated disruption of talks, presentations, or other events;
- Express or implied threat of physical or professional harm;
- Actual or threatened personal or professional retaliation for a rejection or report of unacceptable behavior;
- Failing to stop unacceptable behavior when requested by a Participant or ASCO.

#### **4. Reporting Unacceptable Behavior**

Any Participant whose safety is threatened or violated is urged to contact local law enforcement immediately.

In addition, any Participant who feels unsafe or experiences unwelcome conduct, who observes or experiences unacceptable behavior, or who believes there has been a violation of this Policy, is encouraged to complete the [online reporting form](#) available at [www.asco.org](http://www.asco.org). Other means of reporting include speaking to an ASCO staff member, contacting ASCO Event security at an in-person ASCO Event, or sending an e-mail to [meetings@asco.org](mailto:meetings@asco.org). Reports may be anonymous or attributed. ASCO will use its best efforts to respond to a Participant in no more than 3 business hours during event days and one business day when content is available only on demand, recognizing that it will not be possible to follow up directly with a Participant whose report is anonymous, and that ASCO may have less ability to investigate fully an anonymous report.

Any ASCO employee who experiences unacceptable behavior or observes unacceptable behavior toward another employee is encouraged to report the incident to Human Resources, his/her/their immediate supervisor, or any manager. Employees may also choose the reporting methods described above, or the internal ASCO hotline number/e-mail, or any procedure described in ASCO employee policies.

#### **5. Consequences of Reported Unacceptable Behavior**

Upon receiving a report of unacceptable behavior, ASCO's first priority will be the safety and security of Participants. In order to preserve a safe, educational environment, ASCO may take immediate steps including but not limited to accompanying Participant(s) during the ASCO Event, increasing security at ASCO Event(s), temporarily suspending or terminating specific features available to a Participant, or suspending or terminating the Participant's entire account. When facts are in dispute or cannot be fully established, ASCO reserves the right to take the action most likely to safeguard safety and security of Participants, including removal of a Participant from the ASCO Event or termination of a Participant's account for the remainder of the ASCO Event.

A report of an adjudicated or officially confirmed history of a Participant's prior unacceptable behavior, if impacting the experience of other Participants at an ASCO Event may, in ASCO's discretion, be the basis for a response under this Policy.

Violation of this Policy, as determined by ASCO in its sole discretion, is grounds for any action that ASCO deems appropriate, including but not limited to warning the offender, denying the offender access to an ASCO Event (including revoking or denying registration to an ASCO Event), suspending or terminating the offender's access to the ASCO Event, barring the offender from other ASCO Event(s), and steps outlined in the ASCO Member Discipline Policy. ASCO reserves the right to take whatever action it, in its sole discretion, deems appropriate, with respect to the investigation of any matters related to this Policy.

Any person who is denied entrance or access to, whose access is terminated during, or who is removed from an ASCO Event based on this Policy may request that ASCO review the matter after the ASCO Event has concluded. However, ASCO's action will be effective immediately and will continue until and unless ASCO issues a contrary decision. Unless a contrary decision is issued, any person who is denied access/entrance to or removed from an ASCO Event based on this Policy will not be eligible for a refund of any registration fees paid for access/entrance to or participation in the ASCO Event.

#### **6. Communication from ASCO**

ASCO will communicate with an individual who reports unacceptable behavior if the individual chooses to submit an attributed report. ASCO will also communicate with an individual concerning whom a report has been made, to the extent that ASCO is able to identify and contact that individual. The nature, scope, and content of any such communication is in the sole discretion of ASCO. If warranted, ASCO may communicate more broadly with Participants at an ASCO Event. ASCO has the right to communicate about its responses under this Policy to the employers or sponsors of involved Participants vendors, local law enforcement, media, and the public as ASCO deems reasonable and appropriate.

## REPORT OF UNACCEPTABLE BEHAVIOR AT AN ASCO EVENT

ASCO is committed to providing a professional, collegial, safe, supportive, and respectful meeting environment, regardless of a person's race, color, ethnicity, national origin, citizenship status, age, religion, disability status, gender, gender identity, sexual orientation, genetic information, physical appearance, or other characteristic. Thank you for helping to uphold this commitment by reporting an incident or concern.

The following information is needed to proceed with an investigation of the incident or behavior that you are reporting. All the fields are optional so you can disclose as little, or as much, information as you are comfortable with sharing. You may choose to remain anonymous; however, ASCO will not be able to follow up with you about the report and ASCO may have less ability to investigate fully an anonymous report. ASCO will only use the information disclosed in this report for the purpose of investigating the report and responding in the manner described in the ASCO Event Code of Conduct.

If you would like to speak with someone directly about any incident or concern, please contact ASCO staff at [meetings@asco.org](mailto:meetings@asco.org) and someone will get back to you.

Date of incident:

Approximate time of incident:

Name of person making this report:

If this report is being made on behalf of another person, name of that other person:

Contact information of person making this report (mobile phone and e-mail):

Name of person whose behavior prompted this report (if known):

Location where the incident occurred:

Is the incident continuing?

Brief description of the incident or behavior, and concerns:

Names and contact information of witnesses to the incident (if available):

Have you previously reported or provided information about this incident or related incidents to ASCO, law enforcement, or other party? If yes, when and to whom did you provide information?

Additional Comments:

Information must be truthful; any individual knowingly providing false information may be subject to disciplinary action by ASCO. Reports of incidents that are determined not to violate ASCO policy are not assumed to be false.

### **For reports made in person or by telephone or email**

Name of person taking the report or completing the form:

Date and time report was taken: