



AllerGen NCE Inc. Policies and Procedures	ADM 05 - Code of Conduct for AllerGen-sponsored events
Effective: June 15, 2015	Review: Annually Approved: June 15, 2015

CODE OF CONDUCT FOR ALLERGEN-SPONSORED EVENTS

PURPOSE

AllerGen NCE Inc. acknowledges the rights of all those who attend Network meetings and conferences, (hereafter referred to as “events”), to be treated with respect, and affirms the responsibility of attendees to adhere to widely accepted standards of professional conduct and common sense rules for public behaviour, personal interaction, common courtesy; and respect for private property. This Code of Conduct, (hereafter referred to as “Code”), outlines expectations for participant behavior at AllerGen-sponsored events, the process for handling complaints, and the repercussions of unacceptable behaviour.

CODE OF ETHICAL CONDUCT

This Code applies to all event attendees, including AllerGen Network members, exhibitors, sponsors, speakers, media representatives, volunteers, and AllerGen staff. AllerGen expects all attendees to act in accordance with this Code at all event venues and related social events, as a condition of attendance or participation.

AllerGen expects all attendees to:

- be respectful of others
- act responsibly
- promptly report inappropriate behaviour to an AllerGen Administrative Centre staff member

Unacceptable Conduct:

Unacceptable behaviours include: intimidation, harassment; abusive, discriminatory, derogatory, demeaning, disruptive remarks; and destruction to property

Examples of unacceptable conduct include, but are not limited to:

- offensive comments related to gender, sexual orientation, race, religion or disability

- physical or verbal threats or demands
- deliberate intimidation, stalking or following
- unwelcome contact or sexual attention (physical or verbal)
- damage to personal or private property
- inappropriate display of nudity and/or sexual images
- unlawful behaviour
- failure to abide by venue rules and regulations
- sustained disruption of talks or other events

If you witness or experience conduct that violates this code:

If there is an immediate concern for safety, for you or someone else, call venue security or contact police.

If appropriate, address the inappropriate behaviour directly.

Should you be subjected to unacceptable behaviour, or observe unacceptable behaviour, immediately notify a member of the AllerGen Administrative Centre staff.

Process for Handling Complaints

Unacceptable behavior will not be tolerated. Anyone asked to stop unacceptable behavior is expected to comply immediately.

AllerGen's Managing Director will determine if the Code violations warrant further investigation and the involvement of police services.

AllerGen may prohibit those who violate this Code from continued attendance or participation in some, or all, of the event, without refund of any fees paid, and may, bar violators of this Code from future attendance or participation at AllerGen-sponsored events.

In cases where an AllerGen Network member causes harm or potential harm to the professional reputation of AllerGen, further sanctions may apply.