



EVENT PARTICIPATION CODE OF CONDUCT

Women in Fire is made up of a network of people with a common agenda, cause, and interests, who collaborate by sharing ideas, information, and resources. It is of utmost importance to Women in Fire that each and every person attending one of our conferences or events has a positive and rewarding experience and to that end, we invite all sponsors, volunteers, speakers, attendees, vendors, and others ("Participants") to help us realize a safe, respectful, and positive experience for everyone. When you participate in an event hosted by Women in Fire, you are contributing to the overall experience, which makes us all accountable to each other.

Women in Fire has established this Code of Conduct to provide guidelines to Participants and to ensure that all Participants understand what behavior is expected, and what behavior will not be tolerated at a Women in Fire event. Women in Fire expects all Participants to abide by this Code of Conduct at all events. This includes conference-related social events at off-site locations, and in related online communities and social media.

ZERO Tolerance

Women in Fire has zero-tolerance for *any form* of discrimination or harassment, physical and verbal, by attendees at our events and reserves the right to take any action necessary to uphold the principles outlined in this code. Women in Fire will cooperate with any appropriate authority investigating a reported incident. In response to incidents of unacceptable behavior as listed below, Women in Fire reserves the right to communicate within the appropriate channels of an attendee's organization and also reserves the right to prohibit attendance at any future meeting.

Expected Behavior

- Treat all attendees with respect and consideration, valuing a diversity of views and opinions.
- Be considerate, respectful, and collegial.
- Communicate openly with respect for others, critiquing ideas rather than individuals.
- Avoid personal attacks directed toward other attendees.
- Be mindful of your surroundings and of other event attendees. Alert Women in Fire staff and call 9-1-1 when appropriate if you notice a dangerous situation or someone clearly in distress.
- Respect the rules and policies of the meeting venue, hotels, or any other venue associated with a Women in Fire event.

Unacceptable Behavior

- Harassment, sexual harassment, bullying, intimidation, or discrimination in any form.
- Physical or verbal abuse of any attendee.
- At some Women in Fire networking events, both alcoholic and non-alcoholic beverages are served. Women in Fire expects attendees at our events to drink responsibly and reserves the right to deny service to attendees for any reason, and may require an attendee to leave the event.
- Additional examples of unacceptable behavior include, but are not limited to:
 - disparaging comments related to gender, gender identity or appearance, sexual orientation, disability, physical appearance, body size, race, religion, ethnicity, national origin, political views or affiliation;
 - threatening or stalking any attendee;
 - disruption of presentations at sessions, in the exhibit hall, or at other events organized by Women in Fire at the event venue, hotels, or other contracted facilities.

- Any boisterous, lewd, or offensive behavior or language, including but not limited to using sexually explicit or offensive language, materials or conduct, or any language, behavior, or content that contains profanity, obscene gestures, or racial, religious, or ethnic slurs.
- Failure to obey any rules or regulations of the event venue.

Consequences of Unacceptable Behavior

Unacceptable behavior will not be tolerated. Anyone asked to stop unacceptable behavior is expected to comply immediately. If a Participant engages in unacceptable behavior, Women in Fire may take any action it deems appropriate, including warning or expelling the offender from the event with no refund.

WHAT TO DO IF YOU WITNESS OR ARE SUBJECTED TO UNACCEPTABLE BEHAVIOR

If you are subjected to unacceptable behavior, notice that someone else is being subjected to unacceptable behavior, or have any other concerns, please notify Women in Fire staff as soon as possible.