

# NACA<sup>®</sup> Event Safety & Responsibility Policy

NACA is committed to providing a safe, productive, and welcoming environment for all event/meeting participants and NACA<sup>®</sup> staff. All participants, including, but not limited to, attendees, speakers, volunteers, exhibitors, NACA staff, service providers, and others are expected to abide by the NACA<sup>®</sup> Civility Statement and the Event Safety & Responsibility Policy. This Policy applies to all NACA meeting-related events, including those sponsored by organizations other than NACA but held in conjunction with NACA events, in public or private facilities.

## Responsible Drinking

At some NACA networking events, both alcoholic and non-alcoholic beverages are served. NACA expects participants at our events who are 21 years of age or older and choose to drink to do so responsibly. NACA and Meeting host event staff have the right to deny service to participants for any reason, and may require a participant to leave the event.

## Personal Safety and Security

NACA works diligently to provide a safe and secure environment at its meetings and events by working with venue staff to make sure meeting participants are safe. We ask that all attendees report any questionable or concerning activity to NACA staff so that they can take immediate action. No concern is too small; if you see something, say something.

- Be aware of your surroundings at all times.
- Use the buddy system when walking to and from the event venue, networking event locations during early or late hours.
- Don't wear your meeting badge on the street. Take it off as soon as you leave the building/venue.
- Don't carry a lot of cash or credit cards. Leave in your hotel room safe.
- Don't leave personal property unattended anywhere, anytime.

If it is an emergency or if you need immediate assistance, first call 911 then ask any NACA staff member or the on-site security personnel to help you.

## Unacceptable Behavior

NACA has zero tolerance for any form of discrimination or harassment, including but not limited to sexual harassment by participants or our staff at our meetings. If you experience harassment or hear of any incidents of unacceptable behavior, NACA asks that you complete the information found on the [Incident Report Form](#) so that we can

take appropriate action if necessary. In the event you do not receive a response to your filed report form within 20 days please direct an email to the [Executive Director of NACA](#).

- Harassment, intimidation, or discrimination in any form.
- Physical or verbal abuse of any attendee, speaker, volunteer, exhibitor, NACA staff member, service provider, or other meeting guest.
- Examples of unacceptable behavior include, but are not limited to, verbal comments related to gender, sexual orientation, disability, physical appearance, body size, race, religion, national origin, inappropriate use of nudity and/or sexual images in public spaces or in presentations, or threatening or stalking any attendee, speaker, volunteer, exhibitor, NACA staff member, service provider, or other meeting guest.
- Disruption of presentations at sessions, in the exhibit hall, or at other events organized by NACA at the meeting venue, hotels, or other NACA-contracted facilities.

### **Bias Definition**

Bias targets a marginalized identity whether real or perceived to be a part of a recognizable group or affiliation. Legally protected identities include: actual or perceived race, color, religion, national origin, gender, sexual orientation, gender identity, veteran status, or disability. NACA also recognizes that bias may occur as a result of one's actual or perceived age, ancestry, sex, gender expression, citizenship or immigration status, marital status, socio-economic class, or religious practice. The second list of identities are not legally protected identities in the United States but are affirmed through NACA's Core Values of diversity, multicultural competence, and human dignity.

NACA reserves the right to take any action deemed necessary and appropriate, including immediate removal from the meeting without warning or refund, in response to any incident of unacceptable behavior, and NACA reserves the right to prohibit attendance at any future meeting.