

## CODE OF CONDUCT

Thank you for choosing to enhance your professional development by attending Construction Financial Management Association (“CFMA”) event, conference, meeting or activity. To help provide a safe and productive environment for Participants, this Event Code of Conduct (“Code”) establishes minimum expectations of conduct for all individuals (including attendees, speakers, exhibitors, sponsors, staff, contractors, volunteers, award recipients, and other guests, collectively referred to as “Participants”) who participate in any manner in CFMA events, including conferences, meetings, webinars, social gatherings, and other activities held, sponsored, or affiliated with CFMA, whether in person or virtual (each, an “Event”).

By attending a CFMA Event, you agree to abide by this Code. This Code is intended to supplement any other applicable CFMA policies and may be revised at any time without further notice. We intend for the policies and provisions to be compliant and construed in accordance with applicable law.

### **Expected Conduct**

We invite you to help us make each Event an experience that is welcoming and respectful to all participants. Participants are expected to conduct themselves in a professional manner, to communicate with respect and consideration for others, to encourage collaboration and participation, to embrace diversity and inclusivity, and to refrain from conduct that is (or may be perceived to be) harmful to themselves, other participants, or CFMA.

The following behaviors are expected and requested of all Event Participants:

- Behaving in a courteous and professional manner;
- Treating all participants with respect, dignity, and consideration, in the spirit of valuing a diversity of views and opinions;
- Welcoming all voices, whether participating in-person or remotely;
- Being considerate, respectful, and collaborative in your communication and actions;
- Discussing differences and critiquing ideas, not people, in a non-confrontational manner with due regard for the viewpoints of others;
- Refraining from demeaning, discriminatory, or harassing behavior and speech;
- If using a webcam, maintaining a professional presence;
- Reporting suspected inappropriate behavior directed at yourself or others;
- Respecting the rules, policies, and property of CFMA and its contracted Event facilities and vendors; and
- Complying with the directions of meeting leaders/organizers, and all applicable laws and regulations.

## **Prohibited Conduct**

Violations of this Code include, but are not limited to, the following:

- Discriminatory conduct based on race, gender, gender identity or expression, age, sex, sexual orientation, disability, national origin, ethnicity, political affiliation, religion, marital status, veteran status, or any other characteristic protected by applicable law;
- Harassment, meaning unwelcome or offensive verbal comments, visual displays, or physical contact directed at any Participant, including conduct, comments or images that a person would reasonably find offensive.
- Sexual harassment, meaning unwelcome, unsolicited, and unreciprocated sexual advances, requests for sexual favours, and other physical conduct, comments, or gestures of a sexual nature that has or that might reasonably be expected to be perceived to offend, humiliate, or intimidate another person;
- Deliberate intimidation, threatening, stalking, or following;
- Conducting oneself in a manner that is unruly, disruptive, or unprofessional, or that endangers the health or safety of yourself or others, including alcohol over-intoxication or overindulgence;
- Actual or threatened pushing, shoving, or use of any physical force or weapon of any kind against any person;
- Possession of prohibited items, including, but not limited to, weapons of any kind (including knives, firearms, or other items that may cause harm to others), illegal drugs, or alcohol not served by venue personnel, CFMA staff, or officially designated CFMA suppliers.
- Destruction, theft, dismantlement, defacement, abuse or intentional misuse of CFMA or CFMA-contracted venues, property, equipment, signage or supplies;
- Failure to comply with directions of Event leaders, Event venue personnel, or CFMA staff regarding Event operations;
- Retaliation or threat of retaliation against Participants for reporting activity that they reasonably believed to be in violation of this Code; and
- Knowingly and falsely reporting violations of this Code in bad faith.

This Code is not intended to be all inclusive, and it is likely there will be conduct issues that it does not specifically address. In that event, as in all others, Participants are expected to follow the direction of CFMA staff who will take appropriate action to ensure the safety, security and well-being of Participants.

### **Consequences of Participant Engagement in Prohibited Conduct**

CFMA has a zero-tolerance policy regarding prohibited conduct. Participants asked to stop any inappropriate conduct are expected to comply immediately. CFMA, in its sole discretion, will determine the nature of the Participant's conduct that warrants corrective action as well as the corrective action to be taken. Corrective action may take any of the following forms: verbal warning; expulsion from the Event without a refund or credit; bar from future CFMA Events; an individual's suspension or expulsion from CFMA membership (subject to established CFMA procedures); and/or notifying appropriate authorities, including Participant's employer. The decision(s) of CFMA are final.

**Reporting Unacceptable Behavior**

Violations of this Code are taken seriously. Please promptly report any concerns about inappropriate conduct to CFMA staff present at the event.

If you or someone else is in immediate danger, or if you see something suspicious or would like to report a security issue or emergency, please contact Event venue security or local law enforcement.

If a CFMA staff member is the subject of a complaint or if you are not comfortable reporting a complaint to a CFMA staff member onsite, you are encouraged to bring your complaint Heidi Boe, Vice President Member Engagement, at [hboe@CFMA.org](mailto:hboe@CFMA.org).

Thank you for keeping CFMA's Events professional, welcoming, and respectful to all.