



# California Association of Toxicologists

## Meeting Attendee Code of Conduct

### 1. Introduction

This Code of Conduct is designed to ensure a positive, inclusive, and respectful environment for all attendees. By participating in the meeting, attendees agree to abide by this Code of Conduct.

### 2. Expected Behavior

- **Respect and Consideration:** Treat all attendees, speakers, organizers, and staff with respect and consideration. Value a diversity of views and opinions.
- **Professionalism:** Maintain a high level of professionalism in all interactions. This includes being punctual, prepared, and engaged during sessions and activities.
- **Inclusivity:** Foster an inclusive atmosphere. Be welcoming and respectful to everyone, regardless of age, gender, sexual orientation, disability, race, ethnicity, religion, or any other characteristic.
- **Communication:** Engage in constructive dialogue. Listen actively and be open to different perspectives. Avoid disruptive behaviors during sessions.

### 3. Unacceptable Behavior

- **Harassment:** Harassment in any form is not tolerated. This includes, but is not limited to, offensive verbal comments, deliberate intimidation, stalking, following, harassing photography or recording, sustained disruption of talks or other events, and inappropriate physical contact.
- **Discrimination:** Discriminatory comments or actions, including those based on gender, sexual orientation, race, ethnicity, religion, disability, or other characteristics, are unacceptable.
- **Inappropriate Conduct:** Avoid any behavior that could be perceived as inappropriate or unprofessional. This includes unauthorized recording, excessive alcohol consumption, unwelcome sexual attention, and use of offensive language or imagery.
- **Unauthorized Solicitation and/or Promotion of Services:** Unless attending the meeting as an approved exhibitor, the distribution of materials including, but not limited to, flyers, brochures, and other related paraphernalia is strictly prohibited. Avoid any conversation that could be perceived as promotional in nature.

### 4. Reporting Incidents

- **Immediate Assistance:** If you experience or witness unacceptable behavior, please contact a member of the meeting staff or a CAT Board Member immediately.
- **Confidentiality:** All reports will be handled with discretion and confidentiality to the extent possible.
- **Follow-up:** The meeting organizers or CAT Board Members will take appropriate action in response to reports of unacceptable behavior. This may include warnings, expulsion from the meeting without a refund, and other actions as deemed necessary.



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### 5. Consequences of Unacceptable Behavior

- Warnings: Attendees may receive a verbal or written warning regarding their behavior.
- Expulsion: Serious or repeated violations of the Code of Conduct may result in expulsion from the meeting without a refund and a referral to the Ethics Committee for investigation.
- Ban: In extreme cases, individuals may be banned from attending future meetings organized by the same organization and referred to the Ethics Committee for investigation to revoke their membership, if applicable.

### 6. Policy Review

The Code of Conduct is subject to periodic review and updates to ensure its relevance and effectiveness. Attendees are encouraged to provide feedback to the organizers and the CAT Board of Directors for continuous improvement.

As required, the Board of Directors will refer incidents to the Ethics Committee for assessment.

By adhering to this Code of Conduct, we can create a meeting environment that is safe, welcoming, and productive for everyone. Thank you for your cooperation and participation.