

## **PTC Event Code of Conduct**

PTC strives to promote safe, inclusive, and positive environments at all our events. We require all our employees, attendees, speakers, sponsors and volunteers at any PTC-organized event to comply with this Event Code of Conduct. We enforce this code at every event, and expect cooperation and support from all stakeholders and participants to help ensure a safe environment for everybody.

This Event Code of Conduct applies globally to any PTC event, wherever it is held, including our annual conference in Honolulu. The principles and expectations contained in this code of conduct apply to all persons involved in PTC events including but not limited to employees, agents, contractors, consultants, sponsors, exhibitors, delegates, speakers, facilitators, moderators, suppliers and contractors, in all countries in which we operate.

## **An Ethical Organization**

PTC believes in ethical business practices. We support our members in accordance with our principles, beliefs, and values. We expect everyone who participates in our events or works to support them to conform to our ethical standards. We believe in our events being safe and ethical places to conduct meetings and promote an environment to create, develop and nurture business relationships.

## **Personal Responsibility**

We ask that you always behave ethically when participating in our events. We also expect you to act with integrity, being honest and respectful in your interactions with our employees and other delegates and events participants and contributors. You are a representative of your company and you are responsible for your own actions.

## **Competition**

We expect that in participating in our events, all parties involved strive to ensure all business conducted is legal, open, and honest. Our events are held in accordance with anti-trust law and applicable competition laws wherever our events are hosted. We expect that all relevant anti-trust regulations and competition laws be complied with.

## **Event Rules**

PTC is committed to providing a harassment-free event experience for everyone, irrespective of gender, sexual orientation, disability, physical appearance, body size, race, religion (or lack thereof), or technology choices:

The following rules apply to all of our events:

We do not tolerate harassment, insults, bullying or discrimination of our employees, volunteers, vendors, or event participants in any form.

All communication, verbal or otherwise, should be appropriate for a professional audience including people of diverse backgrounds.

Sexual language and imagery is not appropriate for any event venue, including in presentations, workshops, parties, and any online media.

Sponsors and advertisers should not use sexualized images, activities, or other material. Booth staff (including volunteers) should not use sexualized clothing/uniforms/costumes, or otherwise create a sexualized environment

Remember that harassment and sexist, racist, or exclusionary jokes are not tolerated at our events

Any person asked to stop any such behavior are expected to comply immediately.

Participants violating these rules may be asked to leave the conference without a refund at the sole discretion of PTC leadership.

#### Privacy and contact details

Exchange of business contact information is routine at PTC events, and is a healthy and important part of the business development and relationship building networking process. However, exchange of contact information at a PTC event is not an invitation to any kind of inappropriate contact in any form.

### **Frequently Asked Questions**

#### 1. What is defined as harassment?

Harassment includes offensive verbal comments related to gender, gender identity and expression, age, sexual orientation, disability, physical appearance, body size, race, ethnicity, religion, technology choices, sexual images in public spaces, deliberate intimidation, stalking, following, harassing photography or recording, sustained disruption of talks or other events, inappropriate physical contact, and unwelcome sexual attention.

## 2. What are the consequences of harassing behavior?

If a participant engages in harassing behaviour, they will be asked to stop and expected to comply immediately. PTC staff may take any action they deem appropriate, up to and including revocation of event credentials and expulsion from an event without any entitlement to a refund.

PTC maintains a zero-tolerance approach towards harassment, and reserves the right to report events of harassment to individuals' employers and/or law enforcement, in PTC's sole discretion.

PTC reserves the right to prohibit individuals from attending future PTC events, in its sole discretion.

## 3. What should I do if I or someone else is being harassed?

If you are being harassed, notice that someone else is being harassed, or have any other concerns, please contact a member of event staff immediately, or alert any security at the venue. Our employees and on-site security are prepared to handle harassment and other incidents at our events.

Event staff will be happy to help participants contact hotel/venue security or local police, provide escorts, or otherwise assist those who are experiencing harassment to feel safe in any way possible for the duration of the event. We value the safety of all of our participants.

## 4. If I witness someone being harassed, should I step in?

If you notice that someone else is being harassed, or if you have any other concerns regarding their safety, please contact a member of the event staff immediately or any security on site

## 5. Would I need to make a report?

You may be asked to provide a statement or other report to assist with our investigation of any reported incident. Please be assured that all reports are treated confidentially. This information is valuable in allowing PTC to follow up on reports and take appropriate action.

## 6. Whom should I contact for more information on your policy?

For more information on our policy, please contact [INFO@PTC.org](mailto:INFO@PTC.org)