



NCEES
*advancing licensure for
engineers and surveyors*

ANTI-HARASSMENT AND NON-DISCRIMINATION POLICY FOR NCEES MEETINGS AND EVENTS

All NCEES meeting attendees, participants, and vendors must adhere to the expectations set forth in the [NCEES Meetings Code of Conduct](#) and demonstrate integrity and professional excellence at all times when participating in an NCEES meeting, event, or activity. Attendees must review and agree to abide by this zero-tolerance policy for harassment and unacceptable behavior as part of the meeting registration process.

Any NCEES employee, member, volunteer, officer, guest, or meeting attendee who believes they have been subjected to offensive, unwelcome, hostile, harassing, or discriminatory behavior should report the matter immediately to the meeting chairperson, NCEES board liaison, NCEES staff liaison, or NCEES Chief Executive Officer (CEO) so that appropriate action can be taken.

- Unacceptable behavior is defined as harassment, intimidation, verbal abuse, or discrimination in any form directed at any attendee, speaker, volunteer, sponsor, NCEES staff member, service provider, or other meeting participant or guest. Examples of verbal abuse include, but are not limited to, sexually suggestive comments or jokes; verbal comments related to gender, sexual orientation, disability, physical appearance, body size, race, religion, or national origin; inappropriate use of nudity and/or sexual images in public spaces or presentations; or threatening or stalking any attendee, speaker, volunteer, sponsor, NCEES staff member, service provider, or other meeting participant or guest.
- Further unacceptable behavior includes any disruption of presentations during an NCEES virtual meeting or event. All virtual meeting participants must comply with the instructions of the moderator and any NCEES virtual event staff. For all violations, NCEES reserves the right to take any necessary or appropriate action—including immediate removal from the meeting without warning or refund—in response to any incident of unacceptable behavior. NCEES reserves the right to prohibit attendance at any future NCEES virtual or in-person events. If you have questions about these guidelines, contact NCEES staff at meetings@ncees.org.

Reporting misconduct

Any individual may file a complaint against any attendee participating in an NCEES meeting, event, or other activity.

Employee related misconduct will be handled by the NCEES CEO.

The CEO, Chief Operating Officer (COO), and Chief Human Resources Officer (CHRO) shall be the NCEES point of contact to confidentially report any misconduct and be responsible for maintaining records of all reported cases of misconduct related to NCEES meetings, events, or other activities. If a complaint is reported to an NCEES member, volunteer, or staff member, that person should inform the complainant of the process to submit the report to the CEO. The CEO is responsible for overseeing the issue and reporting it to the NCEES Board of Directors (board).

Appropriate sanctions shall be applied to anyone who fails to follow the NCEES Meetings Code of Conduct. Sanctions may include restriction from participating in future in-person and virtual NCEES meetings and events, up to a permanent ban from all future NCEES activities. If the investigative process results in sanctions being applied due to misconduct, the sanctioned individual has the right to appeal the decision to the board within 30 days of such action.

Actions taken by the board based on an appeal shall be final. The board will authorize the CEO to notify the appellant and the complainant of their decision.