



As a valued NCEES member or volunteer, your commitment to maintaining a positive and inclusive environment is crucial to the success of our shared goals.

In line with our organization's dedication to fostering a culture of respect, we want to ensure that all meeting attendees are aware of and committed to following the NCEES Meetings Code of Conduct regarding harassment and discrimination and the [NCEES Anti-Harassment and Non-Discrimination Policy for NCEES Meetings and Events](#).

By participating in our meetings and activities, you acknowledge and agree to adhere to the following rules:

1. **Respectful conduct:** All participants must engage in respectful and professional behavior throughout the meeting.
2. **Zero tolerance:** Harassment in any form will not be tolerated. This includes, but is not limited to, verbal, physical, visual, or online harassment. Please refer to the [NCEES Anti-Harassment and Non-Discrimination Policy for NCEES Meetings and Events] for further clarification on prohibited behavior.
3. **Report mechanism:** Any witness or subject of harassment or discriminatory behavior should immediately report the incident to the NCEES staff liaison, the NCEES Chief Human Resources Officer (CHRO), the NCEES Chief Operating Officer (COO), or the NCEES Chief Executive Officer (CEO). Meeting attendees and other participants should feel safe reporting incidents without fear of retaliation.
4. **Leadership accountability:** The NCEES board of directors (board) and NCEES staff (staff) are responsible for enforcing these rules and addressing any reported incidents promptly.
5. **Immediate action:** If a member of the board or staff is notified of or is a witness to harassment or discriminatory behavior, immediate action will be taken to address the matter. This may result in the immediate removal of the offender from the meeting and prompt an investigation, which will be conducted by the CEO and then forwarded to the board for review and action.
6. **Clear consequences:** The consequences of engaging in harassment or discriminatory behavior may result in sanctions to include removal from volunteer roles and organizational meetings and activities, restriction from participating in future in-person and virtual NCEES meetings, events, and activities, and/or a permanent ban from all future NCEES activities.
7. **Regular reminders:** All NCEES meeting attendees and participants are required to acknowledge their understanding and acceptance of the zero-tolerance policy outlined in the NCEES Meetings Code of Conduct and the [NCEES Anti-Harassment and Non-Discrimination Policy for NCEES Meetings and Events](#) to reinforce the commitment to a harassment-free environment. This acknowledgment is required prior to completing the meeting registration.

By establishing and communicating these meeting rules, NCEES aims to create a safe and respectful space for meeting attendees and participants to collaborate and contribute without fear of harassment or discrimination.

Acknowledgement of NCEES Meetings Code of Conduct

I hereby acknowledge receipt of the NCEES Meetings Code of Conduct related to harassment and discrimination. I have thoroughly reviewed and understand the importance of adhering to these rules to maintain a positive and respectful environment during volunteer activities and meetings.

I am fully committed to adhering to the principles of respectful conduct and the NCEES Anti-Harassment and Non-Discrimination Policy for NCEES Meetings and Events. I will report any concerns through the provided mechanism. I also understand the significance of immediate action in response to reported incidents and the accountability of the board and staff in enforcing these rules.

I acknowledge the consequences for engaging in harassment or discriminatory behavior, and I am committed to supporting NCEES' goals and actively contributing to a positive and respectful meeting experience.