

# 2022 NIRI Annual Conference: Code of Conduct and Duty of Care

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NIRI is committed to providing a healthy, safe, productive, and welcoming environment for all. All participants are expected to abide by the following Code of Conduct and Duty of Care. Responsibility is shared among all stakeholders, all of whom have a role to play in the mitigation of risk.

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## Duty of Care

NIRI looks forward to the opportunity to meet in person for the 2022 NIRI Annual Conference. The health and safety of all of our meeting constituents is our top priority throughout the event. We continue to monitor the COVID-19 status locally in Boston, Massachusetts, and are in continuous communication with the staff at the Omni Boston Seaport and local authorities to ensure a COVID-19 compliant program. Visit the City of Boston [website](#) to review the up-to-date guidelines, current case counts and other important local data.

### Before Leaving Home

- Follow relevant guidance provided by the [World Health Organization](#) (WHO), the [Centers for Disease Control and Prevention](#) (CDC) and your local health authority for recommendations on how to protect yourself against COVID-19.
- Adhere to government issued travel restrictions and guidance issued by the region you will be travelling to and the region you are travelling from. Review airline travel policies.
- Evaluate your own health and that of people you are in close contact with; contact NIRI if you have concerns.
- Stay home if you feel sick or experiencing any [symptoms](#) of COVID-19 or other illness.

### Onsite During the Event

- Follow guidance for everyday preventive actions to help prevent the spread of COVID-19 including:
  - Washing hands often with soap and water for at least 20 seconds, or an alcohol-based sanitizer with at least 60% alcohol.
  - Avoiding touching eyes, nose, and mouth with unwashed hands.
  - Covering your nose and mouth when coughing or sneezing. Throw used tissues in the trash.
- Where recommended, agree to wear a mask over your nose and mouth in public spaces. You are encouraged to bring your own masks.
- Adhere to social distance protocols put in place by NIRI and the hotel and respect others' personal space.
- Event spaces will be set to comply with social distancing measures. Rearranging of seating is prohibited.
- Hand sanitizer stations will be positioned throughout the hotel and our meeting space.
- If you choose to leave the meeting venue, you agree to continue to follow safety protocols in consideration of the safety of all meeting participants. Attendees should limit their exposure outside the facility.
- Notify NIRI staff immediately at [spotter@niri.org](mailto:spotter@niri.org) if you feel unwell or are experiencing flu-like symptoms.
- Should you exhibit COVID-19 symptoms or test positive over the meeting dates, you will not be allowed to attend the meeting. Any additional expenses you may incur to quarantine or return home will be your responsibility.

### Post-event

- If you test positive for COVID-19 up to 14 days after returning home, please contact Shannon Potter at [spotter@niri.org](mailto:spotter@niri.org).

## NIRI Participation and Engagement Code of Conduct

NIRI is committed to providing a safe, productive, inclusive, and welcoming environment for attendees, volunteers, staff, and others engaged in NIRI programs, meetings, events, activities, and services – public, private and digital – such as the NIRI Annual Conference, the Senior Roundtable Annual Meeting, the eGroups online community, and webinars, including but not limited to chapter programs, committee events, and other volunteer activities (collectively, “NIRI events”). Those attending any NIRI event agree to abide by this Code of Conduct. This includes, but is not limited to, attendees, speakers, volunteers, guests, exhibitors, sponsors, advertisers, vendors, NIRI employees, and others engaged in, participating in, or attending any NIRI event.

### Responsible Drinking

All attendees and participants at NIRI events are expected to drink alcoholic beverages responsibly. NIRI may deny alcoholic drinks to participants for any reason and may require a participant to leave an event.

### Unacceptable Behavior

NIRI has zero tolerance for any form of discrimination or harassment, including but not limited to sexual or verbal harassment of participants or staff at NIRI events. Anyone who experiences or becomes aware of any incidents of unacceptable behavior should immediately inform Matt Bruschi, Chief Operations Officer, at [mbrusch@niri.org](mailto:mbrusch@niri.org) or 703-562-7679, or Staci Scott, Vice President of Finance and Administration, at [sscott@niri.org](mailto:sscott@niri.org) or 703-562-7685. In addition, NIRI encourages individuals to advise the offender that his or her conduct is unwelcome and to request that it be discontinued, if they feel comfortable so doing. Anonymous reports will be accepted and acted on, but NIRI encourages non-anonymous reporting wherever possible.

In response to any incident of unacceptable behavior, NIRI may take any action it deems appropriate, including immediate removal from an event without warning or refund. NIRI reserves the right to prohibit attendance at any future NIRI event and denial of the opportunity to speak, exhibit, sponsor, or serve in any volunteer capacity under NIRI’s auspices, upon a joint decision of NIRI’s President & CEO and Board Chair, with appeal to the Board of Directors. Repeat (more than one time) violators of this Code will be referred to the Ethics Council, which may recommend termination of National Investor Relations Institute membership by the NIRI Board of Directors pursuant to the procedures outlined in the NIRI Bylaws.

Unacceptable behavior includes, but is not limited to:

- Harassment or intimidation based on race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, or any other characteristic protected by law.
- Harassment, intimidation, assault, or discrimination in any form connected with any NIRI event.
- Sexual harassment or intimidation, including unwelcome sexual attention, stalking, or unsolicited physical contact.
- Physical violence or threats of violence.
- Inappropriate display of nudity and/or sexual images or remarks in public spaces or in presentations.
- Disruption of educational presentations, exhibits, meetings, receptions, or any other NIRI event or engaging in harassing behavior on the NIRI eGroups online community platform or during NIRI webinars.
- Theft or misappropriation of NIRI funds or assets, including assets held by NIRI chapters.

*Approved by NIRI’s Board of Directors, March 2020*

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