

# 2022 SRT Annual Meeting: Code of Conduct and COVID-19 Duty of Care

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NIRI is committed to providing a healthy, safe, productive, and welcoming meeting environment. All participants are expected to abide by the following Code of Conduct and COVID-19 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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## COVID-19 Duty of Care

NIRI looks forward to the 2022 Senior Roundtable (SRT) Annual Meeting. The health, safety, and comfort of all of our meeting constituents is our top priority throughout the event. We will continue to monitor the COVID-19 status locally in Scottsdale, Arizona, and are in continuous communication with the staff at the JW Marriott Camelback Inn to ensure a COVID-19 compliant program

### Before Leaving Home

- Follow relevant guidance provided by the [World Health Organization](#) (WHO), the U.S. [Centers for Disease Control and Prevention](#) (CDC) and state and local health authorities for recommendations on how to protect yourself against COVID-19.
- Obtain all necessary COVID-19 vaccines.
- 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 and follow 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 and other illnesses, 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.
- Follow the appropriate signage that will be displayed to reinforce social distancing if needed and other safety reminders as appropriate.
- NIRI staff will be enforcing safety protocols at the meeting as outlined here; these protocols may be modified as NIRI deems necessary. Failure to follow the guidelines that are within this COVID-19 Duty of Care or any others that NIRI may implement may result in your removal from the meeting without refund or the ability to return.
- 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 7 days after returning home, please contact Shannon Potter, Vice President, Professional Development, at [spotter@niri.org](mailto:spotter@niri.org).

## NIRI 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 event(s)”). 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, President & CEO, 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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