



## **Event Code of Conduct**

The American Institute of Architects, Iowa Chapter (AIA Iowa) seeks to hold a space where everyone feels welcome and safe. This code of conduct is to establish and protect an atmosphere of inclusivity. It helps us all to understand our shared values and provides clear guidelines on how we should behave.

This conference should be a harassment-free experience for everyone, regardless of gender, age, sexual orientation, disability, physical appearance, body size, race, or religion (or lack thereof).

All attendees, speakers and volunteers must agree with this code of conduct. We must all cooperate to ensure a safe environment for everybody.

As organizers, we will enforce this code of conduct throughout all AIA Iowa meetings. Organizers can be found at the Registration Desk throughout the meeting. Anyone who breaks this code of conduct may be sanctioned or expelled from the AIA Iowa event without a refund, at the discretion of the organizers.

## **Expected Behavior**

The following behaviors are expected and requested of all community members:

- Participate in an authentic and active way.
- Exercise consideration and respect in your speech and actions.
- Attempt collaboration before conflict.
- Refrain from demeaning, discriminatory, or harassing behavior and speech.
- We should all listen and communicate respectfully, regardless of appearance or background.
- Be mindful of your surroundings and of your fellow participants. Notify AIA Iowa event organizers if you notice a dangerous situation, someone in distress, or violations of this Code of Conduct, even if they seem inconsequential.

## **Unacceptable Behavior**

The following behaviors are considered harassment and are unacceptable within our community:

- Violence, threats of violence or violent language directed against another person.
- Sexist, racist, homophobic, transphobic, ableist or otherwise discriminatory jokes and language.
- Posting or displaying sexually explicit or violent material.
- Posting or threatening to post other people's personally identifying information.
- Personal insults, particularly those related to gender, sexual orientation, race, religion, or disability.
- Inappropriate photography or recording.
- Inappropriate physical contact. You should have someone's consent before touching them.
- Unwelcome sexual attention. This includes sexualized comments or jokes, inappropriate touching, groping, and unwelcomed sexual advances.

- Deliberate intimidation, stalking or following (online or in person).
- Yelling at or threatening speakers or other attendees (verbally or physically).
- Sustained disruption of community events, including talks and presentations.
- No weapons will be allowed at AIA Iowa events. Weapons include but are not limited to guns, explosives (including fireworks), and large knives such as those used for hunting or display, as well as any other item used for the purpose of causing injury or harm to others. Anyone seen in possession of one of these items will be asked to leave immediately, and will only be allowed to return without the weapon. Attendees are further expected to comply with all state and local laws on this matter.
- Advocating for, or encouraging, any of the above behavior.
- Speakers are asked to frame discussions as openly and inclusively as possible and to be aware of how language or images may be perceived by others.
- Participants may exercise their option to leave a session or a conversation.

### **Consequences of Unacceptable Behavior**

Unacceptable behavior from any event attendee, including sponsors and those with decision-making authority, will not be tolerated.

Anyone asked to stop unacceptable behavior is expected to comply immediately.

If a conference attendee or presenter engages in unacceptable behavior, we may take any action deemed appropriate, up to and including an expulsion from the event without warning or refund.

### **Where and when this code of conduct applies**

We expect participants to follow this code of conduct at our event space, any external venue, and related social events, such as post-event drinks, networking discussions, meetups, and workshops.

### **What to do if you have a concern**

If you are being harassed or feel uncomfortable, notice that someone else is being harassed, or have any other concerns, please speak to the event organizer immediately. The event organizers will have this designation on their name tags and be available at the Registration Desk at all times. If you are not able to do this then please use our contact form at [www.aiaiowa.org](http://www.aiaiowa.org).

Our team is here to listen to your concerns or questions, and you do not have to make a formal report unless you want to. You do not have to give us details of the harassment.

If you wish to report it, we will take details of the harassment and work with you to respond to the issue in a way that helps you feel safe.

If necessary, organizers will help participants contact police or venue security (if the event is at an external venue), provide escorts, or otherwise assist those experiencing harassment to feel safe for the duration of the event.

### **Thank you**

*This document was based on the work of [Sheffield Tech for Good](#), [JSConf](#), [Geek Feminism.confcodeofconduct.com](#), and inspired by resources provided by [Ashe Dryden](#).*