

## **American Retirement Association Events Code of Conduct**

The American Retirement Association, the umbrella organization for the individual membership organizations: ASPPA, ASEA, NAPA, NTSA and PSCA (collectively the "ARA"), is committed to providing a safe, productive, and welcoming environment for all participants at ARA events. All participants, including, but not limited to, attendees, speakers, volunteers, exhibitors, service providers, ARA staff members, and all others are expected to abide by this Events Code of Conduct. This policy applies to all ARA events (in-person and virtual), including all meetings and conferences, as well as events sponsored by organizations other than ARA but held in conjunction with ARA events.

ARA has zero tolerance for any form of discrimination or harassment by event participants at ARA events. If you experience discrimination or harassment, or hear of any incidents of Unacceptable Behavior, ARA asks that you inform either Troy Cornett, Sr. Director Human Resources, [tcornett@usaretirement.org](mailto:tcornett@usaretirement.org) or Victoria Backer, Chief Operating Officer, [vbacker@usaretirement.org](mailto:vbacker@usaretirement.org) so that we can take the appropriate action.

Unacceptable Behavior is defined as:

- Harassment, intimidation, or discrimination in any form.
- Verbal or written abuse of any attendee, speaker, volunteer, exhibitor, service provider, ARA staff member, or other event guest, including the organizations represented by such individuals. Examples of verbal or written abuse include, but are not limited to, comments related to gender, sexual orientation, disability, physical appearance, body size, race, religion, national origin, professional disparagement, inappropriate use of nudity and/or sexual images in public spaces (including online forums and social media) or in presentations, or threatening or stalking any event participant.
- Disruption of presentations during sessions, in the exhibit hall, or at other events organized by ARA. All participants must comply with the instructions of the moderator and any ARA event staff.

In addition, unless authorized by the ARA, presentations, postings, and messages should not contain promotional materials, special offers, job offers, product announcements, or solicitation for services. ARA reserves the right to remove such messages and potentially ban sources of those solicitations.

In response to any incident of Unacceptable Behavior, ARA reserves the right to take any action that it deems necessary and appropriate including immediate removal from the event without warning or refund. In addition, ARA reserves the right to prohibit attendance at any future event. For matters and questions of Unacceptable Behavior, the judgment of ARA staff will be determinative and the ARA Board will be the arbiter of any appeals.