

Air & Waste Management Association (A&WMA) Code of Conduct

A&WMA is committed to providing a safe, inclusive, and welcoming professional environment and an experience that embraces the richness of diversity where all participants may exchange ideas, learn, network, and socialize in the company of colleagues in an environment of mutual respect. A&WMA does not tolerate harassment in any form and requires all members and participants to abide by the A&WMA *Anti-Harassment Policy*, *Meetings Code of Conduct*, and *Social Media Policy*.

To report any violation of these policies, you may contact an A&WMA representative, such as an officer or member of the staff.

Alternatively, or in addition to the above, please email any violations of these policies to reporting@awma.org. Your message should include the subject line “Code of Conduct Violation Report” and the following information:

- Where the violation took place (for example, at an A&WMA Annual Conference & Exhibition or other A&WMA event).
- Date, time, and general nature of the incident.
- Whether the incident happened to you, you observed it firsthand, or you heard about it from someone else.
- Your relationship to A&WMA (for example, member, conference attendee, exhibitor, employee, contractor, etc.).
- Your preferred contact method for follow-up (voluntary if reporting anonymously).

A&WMA will endeavor to keep confidential the details of reports of prohibited conduct to the extent consistent with adequate investigation and appropriate corrective action.

A&WMA ANTI-HARASSMENT POLICY

In all A&WMA activities, A&WMA is committed to providing a professional environment free of harassment, disrespectful behavior, or other unprofessional conduct. A&WMA anti-harassment policy applies to all persons involved in any A&WMA activity (e.g., event attendance, presentations, publications, committee meetings, website, and social media postings, etc.) or who may be representing A&WMA. In addition, meeting participants are expected to abide by the A&WMA Meetings Code of Conduct. The A&WMA Anti-Harassment policy prohibits conduct that is disrespectful, unprofessional, or harassing as related to any number of factors including, but not limited to, race, religion, ethnicity, gender, gender identity or expression, national origin or ancestry, physical or mental disability, physical appearance, medical condition, partner status, age, sexual orientation, military and veteran status, or any other characteristic protected by relevant federal, state, or local law or ordinance or regulation. Such prohibited conduct can take many forms, including but not limited to, public or private:

- Verbal conduct, such as epithets, derogatory jokes or comments, slurs, or unwanted sexual advances, invitations, or comments.

- Communication via electronic media of any type such as web site postings, email, and texting.
- Visual displays, such as derogatory and/or sexually oriented print or electronic images, photography, cartoons, drawings, or gestures.
- Physical conduct, including assault, unwanted touching, intentionally blocking normal movement.
- Retaliation for reporting or threatening to report harassment.

Individuals engaging in behavior prohibited by this policy may be subject to disciplinary action. Examples of disciplinary action include, but are not limited to, verbal warning, ejection from the event or activity in question without refunds, ban from participation in future events or activities, censure from the A&WMA Board of Directors, notification of employer, potential legal action, or other appropriate actions. The Board of Directors is granted the right in the A&WMA Bylaws to terminate the membership of any member.

Anyone who witnesses or who is the target of prohibited conduct is encouraged to notify an A&WMA representative such as the Executive Director or other Board officer, or member of the staff if onsite at an event as soon as possible following the incident so that the issue can be addressed in a timely manner. If for any reason one is not comfortable contacting the A&WMA Executive Director, you may indicate on the complaint form, and it will be routed to the President of the A&WMA Board of Directors. In all cases, the Board President will assign members to serve on a Grievance Committee to review the complaint. A&WMA will endeavor to keep confidential the details of reports of prohibited conduct to the extent consistent with adequate investigation and appropriate corrective action. A&WMA will communicate the determination of the investigation, inclusive of any disciplinary action, to the involved parties as appropriate. If a party does not agree with its resolution that party may appeal to the Board of Directors via the A&WMA Executive Director or A&WMA President.

A&WMA MEETINGS CODE OF CONDUCT

A&WMA is committed to providing a safe, inclusive, and welcoming professional environment and an experience that embraces the richness of diversity where all participants may exchange ideas, learn, network, and socialize in the company of colleagues in an environment of mutual respect. A&WMA does not tolerate harassment in any form and requires all participants to abide by the A&WMA Anti-Harassment Policy and Meetings Code of Conduct in all venues and formats, including ancillary events and social gatherings. Participants include, but are not limited to, attendees, exhibitors, speakers, members, guests, contractors, and A&WMA staff. A&WMA will communicate its Anti-Harassment Policy and Meetings Code of Conduct to all service providers and venue leadership.

Expected behavior includes:

- Exercise consideration and respect in your speech and actions.

- Be mindful of your surroundings and of your fellow participants. Alert the A&WMA staff representative onsite if you notice a dangerous situation, someone in distress, or someone being harassed.
- Respect the rules and policies of the convention center, hotels, contracted facility, or any other venue.
- Request permission from A&WMA and speakers before recording or taking photographs during presentations, including web-based presentations.
- Turn off any ringers or otherwise disrupting devices while in meeting rooms.

Unacceptable behavior includes:

- Intimidating, harassing, abusive, discriminatory, derogatory, or demeaning speech or actions.
- Unwelcome and/or uninvited attention or contact.
- Offensive verbal or written comments or nonverbal expressions related to race, religion, ethnicity, gender, gender identity or expression, national origin or ancestry, physical or mental disability, physical appearance, medical condition, partner status, age, sexual orientation, military status, or any other characteristic protected by law.
- Derogatory and/or sexually oriented visual displays in public spaces or presentations.
- Deliberate intimidation, threatening or stalking or following others, physical or verbal abuse, aggressive verbal confrontations, and threats of violence or disruptive behavior.
- Sustained disruption of presentations or other events.
- Sharing access for web-based events or making shared content public.
- Retaliation against anyone reporting prohibited conduct or participating in an investigation of a claim.

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

Consequences include:

- A&WMA may take any action deemed necessary and appropriate, including immediate removal from the meeting without warning or refund.
- A&WMA reserves the right to prohibit attendance at any future meeting.
- Other consequences, as set forth in the A&WMA Anti-Harassment Policy, as applicable.

Reporting unacceptable behavior:

- Event-specific instructions and contact information for reporting issues will be included in the on-site program and on the event website.
- Anyone witnessing or who is the subject of behavior that violates the A&WMA Anti-Harassment Policy or Meetings Code of Conduct, should immediately notify an A&WMA staff member or venue staff.
- Anyone witnessing or who is the subject of behavior that constitutes an immediate threat to public or personal safety should contact an A&WMA staff member, venue staff, or dial emergency services (911 in the U.S.).

Investigation of Reports:

- A&WMA will endeavor to keep confidential the details of reports to the extent consistent with adequate investigation and appropriate corrective action.
- All reports will be taken seriously and investigated in a timely manner.
- The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the incident/behavior or who may have other relevant knowledge. It may engage other A&WMA staff, leaders, and legal counsel as appropriate. Event security and/or local law enforcement may be involved, as appropriate based on the specific circumstances.
- A&WMA will communicate the determination of the investigation, inclusive of any disciplinary action, to the involved parties as appropriate. If a party to a complaint does not agree with its resolution, that party may appeal to the A&WMA Board of Directors via the A&WMA Executive Director or A&WMA President.

A&WMA EXTERNAL SOCIAL MEDIA POLICY

A&WMA is committed to fostering open discussion and networking among members of its community. Social media is an important tool in accomplishing this. Similarly, social media is a valuable platform for sharing news about our members' accomplishments, relevant news, A&WMA events, and member benefits. In all interactions, A&WMA members, staff, and other users are expected to abide by the A&WMA Code of Conduct and Anti-Harassment Policy.

The nature of our work as a professional society, and the nature of social media, encourages interactions with and among members. Throughout these transactions A&WMA is committed to:

- 1) **Honesty** – A&WMA and its staff will be honest in all representations of the organization, our products, and services. This includes being transparent about our role or stakes in promoting an item.
- 2) **Accuracy** – A&WMA will make every effort to post information that is complete and accurate, and to post corrections when necessary.
- 3) **Privacy Protection** – A&WMA will take necessary measures to safeguard sensitive information and protect the Association, its staff, our members, and other customers. A&WMA will not disclose sensitive information over social media, including via the use of private/direct messages.
- 4) **Respect** – As with all A&WMA communications, we are committed to treating others with respect and we expect the same of our members, customers, vendors, partners, and associates.
- 5) **Content Moderation** – A&WMA will moderate discussions when violations are brought to its attention – this includes, but is not limited to, instances of spam, defamation, personal attacks, and offensive language. A&WMA may choose to respond to these instances through a variety of methods including, but not limited to, replying, deleting posts or comments, and blocking offending users. This policy does not limit A&WMA from taking other actions.

- 6) **Responsiveness** – A&WMA will respond, when appropriate, to posts and private/direct messages. This includes instances where a response from the Association can help clarify information or resolve a situation.

For a faster response, or to get assistance with a specific inquiry, we recommend contacting A&WMA directly via e-mail at info@awma.org or by phone at 412.232.3444.

Expectations of Association members and other users

A&WMA encourages users to interact with the Association and one another. To ensure these interactions remain respectful and appropriate the following policies and practices are in place:

- Adhere to A&WMA Anti-Harassment Policy and Code of Conduct – The Association’s policies on harassment and A&WMA culture also apply to public communications via social media. Be respectful in all communications with other users, A&WMA members, and A&WMA staff. Violations of this policy will be handled in line with other violations of A&WMA policies. Please reference the A&WMA Code of Conduct for more information or to file a report of a violation.
- Be engaging – A&WMA encourages its members to engage with both the Association and one another on its various social media platforms. Members are encouraged to share news about A&WMA events but also to share their own professional accomplishments, tagging A&WMA so that the Association can reshare and elevate their accomplishments.
- Refrain from Spam – Users shall not comment or post spam messages on any A&WMA social media accounts or posts. Spam posts will be deleted, and offending users may be blocked.
- Respect A&WMA Ownership of Accounts – A&WMA reserves full ownership of its name and associated branding. A&WMA members and other social media users are prohibited from creating accounts that represent themselves as official A&WMA accounts or as affiliated with A&WMA. This policy is not intended to limit the Association’s authority to discipline or take remedial action for online conduct that is deemed unacceptable, nor is it intended to restrict how the Association responds to members and other users on social media.