

# Meeting Safety & Responsibility Policy

USSD is committed to providing a safe, productive, and welcoming environment for all meeting participants. All participants, including, but not limited to, attendees, speakers, volunteers, exhibitors, USSD staff, service providers, and others are expected to abide by this Meeting Safety & Responsibility Policy. This Policy applies to all USSD meeting-related events, including those sponsored by organizations other than USSD but held in conjunction with USSD events, in public or private facilities.

## Responsible Drinking

At most USSD networking events, both alcoholic and non-alcoholic beverages are served. USSD expects participants at our events to drink responsibly. USSD and meeting host event staff have the right to deny service to participants for any reason, and may require a participant to leave the event.

## Personal Safety and Security

USSD works diligently to provide a safe and secure environment at its meetings and events by working with venue staff to make sure meeting participants are safe. We ask that all attendees report any questionable or concerning activity to USSD staff so that they can take immediate action. No concern is too small, if you see something, say something.

- Be aware of your surroundings at all times.
- Use the buddy system when walking to and from the event venue, networking event locations during early or late hours.
- Don't wear your meeting badge on the street. Take it off as soon as you leave the building/venue.
- Don't carry a lot of cash or credit cards. Leave in your hotel room safe.
- Don't leave personal property unattended anywhere, anytime.

If it is an emergency or if you need immediate assistance, you should ask any USSD staff member or the on-site security personnel to help you.

## Unacceptable Behavior

- Harassment, intimidation, or discrimination in any form.
- Physical or verbal abuse of any attendee, speaker, volunteer, exhibitor, USSD staff member, service provider, or other meeting guest.
- Examples of unacceptable behavior include, but are not limited to, verbal comments related to gender, sexual orientation, disability, physical appearance, body size, race, religion, national origin, inappropriate use of sexual images in public spaces or in presentations, or threatening or stalking any attendee,

speaker, volunteer, exhibitor, USSD staff member, service provider, or other meeting guest.

- Disruption of presentations at sessions, in the exhibit hall, or at other events organized by USSD at the meeting venue, hotels, or other USSD-contracted facilities.

USSD has zero-tolerance for any form of discrimination or harassment, including but not limited to sexual harassment by participants or our staff at our meetings. If you experience harassment or hear of any incidents of unacceptable behavior, USSD asks that you inform Sharon Powers, Executive Director at [sharon@ussdams.org](mailto:sharon@ussdams.org) so that we can take the appropriate action.

USSD reserves the right to take any action deemed necessary and appropriate, including immediate removal from the meeting without warning or refund, in response to any incident of unacceptable behavior, and USSD reserves the right to prohibit attendance at any future meeting.