

A. AIC Meeting and Event Personal Respect and Behavior Policy

The Association of Indiana Counties (AIC) is committed to providing a respectful and welcoming atmosphere at our meetings and events. Consistent with that commitment, AIC has adopted this *Meeting and Event Personal Respect and Behavior Policy*. We welcome individuals of all backgrounds. It is not acceptable for any participant in our meetings or events to engage in behavior that reflects discrimination, harassment, and/or retaliation on the basis of race, color, national origin, gender, disability, religion, age, sexual orientation, gender identity and expression, immigration status, or political belief.

All participants—including, but not limited to, attendees, AIC staff members, contractors, and exhibitors—in any AIC meeting or event must comply with this Policy. Your registration for or attendance at this AIC event indicates your agreement to adhere to this Policy and its terms.

Expected Behavior

- Model and support professional respect of others.
- Speak and conduct yourself professionally.
- Be sensitive to body language and other non-verbal signals and respond respectfully.
- Respect others' personal boundaries.
- Be aware of how your language and conduct may be perceived by others.
- At some of our events, alcohol may be served. You should exercise good judgment and moderation. In addition, you have a responsibility to remove yourself from activities voluntarily if you cannot conduct yourself appropriately.
- Cooperate with others who express concerns regarding your behavior.

Unacceptable Behavior

- Threats, threatening language, or violent behavior.
- Discriminatory or insensitive jokes, comments, or language.
- Disparaging comments about others.
- Inclusion of sexual-related materials, references, or innuendo in presentations.
- Posting (or threatening to post), without permission, other people's personally identifying information online, including on social media sites.
- Personal insults or condescending remarks, including, but not limited to, racist, sexist, discriminatory, homophobic, or similar comments.
- Displaying any sexually explicit or suggestive material or images.
- Unwelcome solicitation of others, such as sexual advances; propositions; sexual flirtations; sexually-related touching; and graphic gestures or comments about sex or another person's dress or body. This includes, but is not limited to, sending inappropriate messages by text, email, etc.
- Illegal conduct including, but not limited to, the use of illegal drugs.
- Dismissing the severity of any of the above behaviors.

Consequences of Unacceptable Behavior

AIC has the sole discretion to determine whether a participant has engaged in behavior that violates this Policy. Unacceptable behavior may result in removal from or denial of access to AIC meetings and events, without refund of any applicable registration fees or costs. In addition, AIC reserves the right to report a violation of this Policy to a participant's employer (or county officials) and, if deemed appropriate, to a law-enforcement agency. Those engaging in unacceptable behavior may also be banned from future AIC activities or face additional penalties.

What to Do if You Witness or Are Subject to Unacceptable Behavior

We encourage you to report any violation of this Policy to an officer of AIC **or an AIC employee**. Upon receiving any such report, AIC will treat it seriously and it will be handled promptly. AIC may consult with legal counsel as appropriate.

AIC encourages all participants to ***Do Something*** and/or ***Say Something***. We urge you not to be a bystander if you see or hear about inappropriate behavior. If you witness someone engaging in inappropriate behavior, you should be proactive in helping to mitigate or avoid any harm that could be suffered by another. If you see an individual who needs assistance in any situation, you should consider whether you can provide assistance to him or her. That may include, for example, helping that individual remove him/herself from the situation.

If you see or hear something that concerns you, please report this to an AIC employee as soon as possible.

If you have any concern relating to the behavioral expectations described in this Policy, please contact the AIC Executive Director or AIC staff so that the concern can be addressed.

Note: AIC may revise this Policy at any time and its terms are non-negotiable.

Prepared by:

Michael Blickman
Ice Miller LLP
(317) 236-2298 michael.blickman@icemiller.com
Copyright © 2019 Ice Miller LLP (AIC member use authorized)