



## Code of Conduct Process – PASS Data Community Summit

This document outlines the process for dealing with any Code of Conduct violations during the PASS Data Community Summit. All incidents that are reported will be treated seriously and sensitively. All incidents should be reported to a member of the Summit crew as soon as possible.

**If anyone is in physical danger or believes a criminal offence has been committed this should be notified immediately to security at the conference Centre via the red phones or to an emergency responder (911). The Summit Code of Conduct policy and its associated process should not be construed as an emergency response mechanism.**

**We have established the Code of Conduct to try and ensure participants safety and wellbeing and hope that no one will experience any inappropriate behavior during the summit, however if there is a need to report an incident that violates the Summit Code of Conduct Policy, please raise the concern in line with the following procedure:**

### **1. Raise the concern**

Allegations should be reported by any of the following means:

- Providing notification to any conference staff wearing a PASS Data Community Summit black polo-shirt;
- By calling the Code of Conduct toll-free phone number (877) 745-2602;
- By filling out the online Code of Conduct violation form (available on <https://passdatacommunitysummit.com/about/code-of-conduct>); or
- By emailing [help@passsummit.com](mailto:help@passsummit.com)

In raising any allegation, please provide as much detail as possible, including the date and time of the incident, the nature of the incident and whether there is any perceived ongoing risk to the victim.

Note: Our priority is to protect any alleged victim of harassment and attendees will have the ability to make anonymous reports. We want attendees to feel comfortable disclosing any behavior they consider to be a violation of the Code of Conduct, but there may be instances when information about the incident is limited due to the report being anonymous, and this may limit our ability to investigate the incident.

## **2. Investigation**

The Code of Conduct Officer will be notified of the incident as soon as it is reported, (unless reported out of hours in which case it will be notified as soon as possible), and they will follow up to obtain more information and validate the claim.

If deemed appropriate the Code of Conduct Officer may refer the incident to law enforcement to investigate.

The Code of Conduct Officer will commence their investigation into the allegations as soon as possible to enable them to advise on the steps required to resolve the incident.

## **3. Review and resolution**

The Code of Conduct Officer shall review their recommendations with the senior leadership team at Summit prior to communicating their findings and the actions and decisions needed to resolve the incident.

The Code of Conduct Officer will aim where possible to resolve any incidents within twenty four hours.

Decisions made by the Code of Conduct Officer are final.

## **4. General**

Security staff are present at the in person event, and may be called upon to assist in any enquiry or to protect any individual from harm. The Code of Conduct officer may also refer any matter to law enforcement or other medical professionals if deemed appropriate in order to safeguard any individual.

Summit staff will not make any public statements about allegations of Code of Conduct violations, investigation or actions taken as a result.

Summit staff will not discuss allegations of Code of Conduct violations, investigations or decisions with anyone beyond the parties who were involved.