



Code of Conduct Onsite Process – PASS Data Community Summit

This document outlines the process for dealing with any Code of Conduct violations during 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 reported immediately to security at the conference center 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've established the Code of Conduct to ensure participants' safety and wellbeing, and we hope that no one will experience any inappropriate behavior during the Summit. However, if the need to report an incident that violates the Summit Code of Conduct policy arises, please proceed in accordance 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>)
- By emailing help@red-gate.com

When raising any potential Code of Conduct violations, 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's reported, (unless the report is made out of hours, in which case the CoC Officer will be notified as soon as possible), and they will follow up to seek further 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, so that they can then advise on any actions required to resolve the incident.

3. Review and resolution

The Code of Conduct Officer will review their recommendations with the senior leadership team at Summit prior to communicating their findings and any actions or 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 to medical professionals if deemed appropriate, in order to safeguard any individual.

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

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

Code of Conduct violation report form:

Person Reporting Incident (optional)

Name: _____ Cell: _____

Email: _____

Person subjected to alleged harassment (if different than above, optional)

Name: _____ Cell: _____

Email: _____

Person(s) in alleged violation

Name: _____ Cell: (optional) _____

Email: (optional) _____

Witness(s) (optional)

Name: _____ Cell: _____

Email: _____

Location of alleged incident: _____

Time of alleged incident: _____

Summary of alleged incident, highlighting how the behavior or activity is in conflict with the event [Code of Conduct](#): _____
