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Code of Conduct Process – PASS Data Community Summit

This document outlines the process for dealing with any PASS Summit Code of Conduct violations during PASS Data Community Summit. ([Jump straight to the Code of Conduct Process for PASS Summit On Tour](#).)

All incidents that are reported will be treated seriously and sensitively. All incidents should be reported 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 Code of Conduct 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 you need to report an incident that violates the Code of Conduct, please proceed in accordance with the following procedure:

1. Raise the concern

Allegations/incidents 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@passsummit.com
➤ Alternatively, if you feel it is not appropriate to use any of the above options, you can anonymously report your concern via a confidential, secure and compliant whistleblowing platform Whistlelink.

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, except where:

• the report is made out of hours, in which case the Code of Conduct Officer will be notified as soon as possible,; and

- you report your concern via Whistlelink. In these circumstances, the report will be forwarded to Redgate's General Counsel, Head of People Team and Compliance Manager, and, depending on the details of the case, one of them will reply to you as soon as is practicable via the reporting platform, and any necessary action will be taken appropriately.

Following the reporting of any allegation/incident either by notifying event staff, making a phone call, completing the online form, or by email, the Code of Conduct Officer will:

- contact you to seek further information and validate the report;

- if deemed appropriate, refer the allegation/incident to law enforcement to investigate; and/or
- commence their investigation into the allegation/incident as soon as possible, so that they can then advise on any actions required to resolve the allegation/incident.

3. Review and resolution

Reporting via the **Code of Conduct Officer**:

- The Code of Conduct Officer will review their recommendations with the senior leadership team at PASS 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.

Reporting via **Whistlelink:**

- Anonymous reports will be received by Red Gate Software Limited (Redgate) in the United Kingdom, therefore there may be a short delay in replying due to time zone differences, however, once the report is uploaded
  - You will receive a confirmation code, and you will receive a case number (**you need to keep a copy of this code to keep up to date with the progress**)
  - Authorized individuals at Redgate will receive an alert to a new case or messages, any uploaded documents and any regulated deadlines.
  - A case manager will be assigned
  - Dialogue will then take place between the assigned case manager and reporter.
  - Investigations will take place.
  - The case will remain open until a satisfactory conclusion is reached by both parties.

4. General

Security staff are present at the in-person event and may be called upon to assist in any inquiry 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.

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

PASS 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:

_____

_____

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Code of Conduct Process – PASS Summit On Tour

This document outlines the process for dealing with any PASS Summit Code of Conduct violations during PASS Summit On Tour. ([Jump straight to the Code of Conduct Process for PASS Summit](#))

All incidents that are reported will be treated seriously and sensitively. All incidents should be reported 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 venue, or to an emergency responder (by calling either 911 in the USA or 112 in Europe). The Code of Conduct 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 you need to report an incident that violates the Code of Conduct, please proceed in accordance with the following procedure:

5. Raise the concern

Allegations/incidents should be reported by **any** of the following means:

➢ Providing notification to any conference staff wearing a PASS Summit black polo- shirt
➢ By calling the Code of Conduct toll-free phone number (877) 883-7977 or +44 1223 438713
➢ By filling out the online Code of Conduct violation form (available on https://passdatacommunitysummit.com/about/code-of-conduct
➢ By emailing help@passsummit.com
➢ Alternatively, if you feel it is not appropriate to use any of the above options, you can anonymously report your concern via a confidential, secure and compliant whistleblowing platform Whistlelink.

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.