



IFMATM Long Island
Chapter
International Facility Management Association

Policy Against Harassment at Long Island Chapter of IFMA Activities

Adopted by Long Island Chapter of IFMA May 6, 2019.

The open exchange of ideas is central to the Long Island Chapter of IFMA mission. This requires an environment that embraces diversity and provides a safe, welcoming environment for all.

This policy **applies to all Long Island Chapter of IFMA activities**, including:

- conferences, symposia, workshops, and events sponsored, co-sponsored, or in cooperation with Long Island Chapter of IFMA;
- Long Island Chapter of IFMA member meetings;
- exchanges among committees or other bodies associated with Long Island Chapter of IFMA activities publications and communications sent through communication channels associated with Long Island Chapter of IFMA, including social media.

Expected Behavior

We expect all participants in Long Island Chapter of IFMA activities to abide by this policy in all venues, including ancillary events and unofficial social gatherings:

- Exercise consideration and respect in your speech and actions;
- Refrain from demeaning, discriminatory, or harassing behavior and speech;
- Be mindful of your surroundings and of your fellow participants;
- Alert Long Island Chapter of IFMA leaders if you notice a dangerous situation, someone in distress, or violations of this policy, even if they seem inconsequential.

Unacceptable Behavior

Unacceptable at any Long Island Chapter of IFMA activity is:

- **Abuse:** Any action directed at an individual that (a) interferes substantially with that person's participation; or (b) causes that person to fear for his/her personal safety. This includes threats, intimidation, bullying, stalking, or other types of abuse.



IFMA™ Long Island Chapter

International Facility Management Association

- **Discriminatory Harassment:** Any conduct that discriminates or denigrates an individual on the basis of race, ethnicity, religion, citizenship, nationality, age, sexual or gender identity, disability, or any other characteristic protected by law in the location where the Long Island Chapter of IFMA activity takes place.
- **Sexual Harassment:** Unwelcome sexual advances, requests for sexual favors, or other verbal/physical conduct of a sexual nature. Examples include (but are not limited to):
 - unwelcome advances or propositions, particularly when one individual has authority over the other;
 - inappropriate touching of an individual's body;
 - degrading or humiliating comments about an individual's appearance;
 - using an activity-related communication channel to display or distribute sexually explicit images or messages;

Unacceptable behaviors include, but are not limited to:

- intimidating, harassing, abusive, discriminatory, derogatory or demeaning speech or actions by any participant in Long Island Chapter of IFMA activities, at all related events and in one-on-one communications carried out in the context of Long Island Chapter of IFMA activities;
- offensive, degrading, humiliating, harmful, or prejudicial verbal or written comments or visual images related to gender, sexual orientation, race, religion, disability, age, appearance, or other personal characteristics;
- unwelcome sexual advances, requests for sexual favors, or other verbal/physical conduct of a sexual nature;
- inappropriate or gratuitous use of nudity, sexual images, or stereotyped images including using an activity-related communication channel to display or distribute sexually explicit or otherwise offensive or discriminatory images or messages;
- deliberate intimidation, stalking or following;
- harassing photography or recording;
- sustained disruption of talks or other events;
- unwelcome and uninvited attention or contact;
- physical assault (including unwelcome touch or groping);
- real or implied threat of physical harm;
- real or implied threat of professional or financial damage or harm.

Harassment can occur when there is no deliberate intention to offend. Be careful in the words that you choose. Harassment committed in a joking manner or disguised as a compliment still constitutes unacceptable behavior. Remember that sexist, racist, and other exclusionary jokes can be offensive to those around you.



IFMATM Long Island Chapter
International Facility Management Association

Consequences of Unacceptable Behavior

If a participant in a Long Island Chapter of IFMA activity engages in prohibited behavior, Long Island Chapter of IFMA reserves the right to take any action Long Island Chapter of IFMA deems appropriate. Long Island Chapter of IFMA reserves the right to:

- remove an individual from any Long Island Chapter of IFMA activity without warning or refund;
- prohibit an individual from participating in future Long Island Chapter of IFMA activities;
- exclude an individual from Long Island Chapter of IFMA leadership positions;
- exclude any individual from deriving other benefits from Long Island Chapter of IFMA activities;
- report the actions of individuals or companies considered contrary to the Code of Ethics to IFMA. IFMA shall follow standard procedures for the enforcement of this Code as approved by the IFMA Board of Directors.

Such sanctions may be applied regardless of whether or not the offender is a member of Long Island Chapter of IFMA.

Appropriate sanctions also will be taken toward any individual who knowingly makes a false allegation of harassment.

How to Report Unacceptable Behavior

In the event of unacceptable behavior, you may wish to inform a person in authority. Those in authority to act in these cases include the event chair, a Long Island Chapter of IFMA leader, an onsite Long Island Chapter of IFMA staff member, and other Long Island Chapter of IFMA organizers.

Warnings and Disclaimers

This Policy Against Harassment at Long Island Chapter of IFMA Activities is not intended to limit open discussion of the merits of particular work or issues presented at Long Island Chapter of IFMA events. It applies only to *behavior* at Long Island Chapter of IFMA events and activities.



IFMATM Long Island
Chapter
International Facility Management Association

Long Island Chapter of IFMA assumes no liability or responsibility for the actions of any member or other activity participant.

Long Island Chapter of IFMA is not responsible for protecting the safety of members or participants in Long Island Chapter of IFMA activities. Any individual who feels his/her safety is at risk due to harassment or for any other reason is encouraged to take appropriate steps to ensure personal safety.

There may be situations (such as those involving Title IX issues in the United States and venue- or employer-specific policies) where an on-site person who is informed of harassment will be under an obligation to file a report with an individual or organization outside of Long Island Chapter of IFMA.