

## **POLICY ON DISCRIMINATION, HARASSMENT AND BULLYING FOR PARTICIPANTS IN IDSA AND HIVMA ACTIVITIES**

### **Objective:**

IDSA and HIVMA are committed to the principles of inclusion, diversity, access, equity, integrity and civility and providing a professional environment that is free from harassment and discrimination in which all individuals, including employees, members, and volunteers, are treated with respect and dignity. Each individual has the right to work in a professional atmosphere free from unlawful harassment, discrimination, and retaliation.

This policy applies to conduct by members and volunteers of IDSA and HIVMA, including officers, directors, committee members and contractors and applies to complaints of harassment and discrimination that involve members and volunteers of IDSA and HIVMA at all IDSA and HIVMA events including, without limitation, board of director meetings, committee meetings, conferences and networking events.

In order to provide all participants at events, including members and other attendees, speakers, staff, exhibitors, sponsors, employees and volunteers, the opportunity to interact professionally and benefit from the event, IDSA and HIVMA are committed to providing a safe and productive environment free of discrimination, hostility, harassment, and retaliation based on race, color, ethnicity, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, or any other characteristic protected by law.

IDSA and HIVMA have a zero-tolerance policy for discrimination, harassment, and retaliation and is committed to enforcing this policy at all IDSA and HIVMA events.

### **Equal Opportunity**

It is IDSA and HIVMA's policy to ensure equal opportunity without discrimination or harassment on the basis of race, color, ethnicity, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, or any other characteristic protected by law. IDSA and HIVMA prohibit all such discrimination and harassment.

### **Discrimination Defined**

Discrimination is prejudicial treatment of individuals or groups of individuals based on their race, color, ethnicity, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, or any other characteristic protected by law.

### **Harassment Defined**

Harassment includes verbal, written, or physical conduct that denigrates or shows hostility toward an individual on the basis of any of the above list protected factors and that: (1) has the

purpose or effect of creating an intimidating, hostile, or offensive environment; (2) has the purpose or effect of interfering with an individual's performance or ability to participate in IDSA or HIVMA events; or (3) otherwise affects an individual's ability to participate in IDSA or HIVMA events and activities.

Harassing conduct include epithets, slurs, or negative stereotyping; threatening, intimidating, or hostile acts, denigrating jokes, offensive texts, use of the internet or email to harass, threaten, or maliciously embarrass, as well as the application of any stereotypes or generalizations based on any of the prohibited grounds.

Sexual harassment is any unwelcome conduct, comment, gesture, or contact of a sexual nature, whether on a one-time basis or in a continuous series of incidents that: (1) might reasonably be expected to offend, embarrass, or offend an individual. Sexual harassment also includes any unwelcome sexual advances, requests for sexual favors, and other verbal or physical unwelcome conduct.

### **Bullying Defined**

Bullying is unwelcome, aggressive behavior (including verbal, social or physical in nature) involving the use of influence, threat, intimidation, or coercion to dominate others in the professional environment.

### **Prohibited Conduct**

As professional organizations, IDSA and HIVMA are committed to inclusion, equity, professional treatment of ideas, and respectful treatment of all members, volunteers, and employees at all IDSA and HIVMA events. IDSA and HIVMA seek to provide a professional atmosphere in which diverse participants may learn, network, and participate in an environment of mutual respect. Conduct that is prohibited includes:

- Harassment or intimidation based on any of the protected characteristics enumerated above or protected by law.
- Sexual harassment or intimidation, including unwelcome sexual attention, stalking, or unsolicited physical contact.
- Harassment, intimidation, or coercion based upon a position as a board member, committee member or any position of influence.
- Abusive, lewd, or threatening conduct.
- Bullying, harassment or unprofessional conduct toward employees, volunteers, members, or other participants at IDSA and HIVMA events.
- Physical violence or threats of violence.
- Sexually charged communications or conduct.

### **Reporting Acts of Discrimination, Harassment, Bullying or Retaliation**

IDSA and HIVMA cannot take action to stop conduct if it does not know of the conduct. IDSA and HIVMA encourage reporting of all perceived incidents or discrimination, harassment, or retaliation, regardless of the offender's identity or position.

IDSA and HIVMA encourage individuals to advise the offender that his or her conduct is unwelcome and to request that it be discontinued, if they feel comfortable so doing.

Individuals who believe they have been the victim of or a witness to such conduct should file a complaint with the Office of Organizational Development and Talent Management at 703-740-4960 or [sfleming@idsociety.org](mailto:sfleming@idsociety.org) or Erlyn Hernandez at 703-299-0203. Complaints should be made as soon as possible after the incident so that immediate action can be taken, if appropriate. To ensure a prompt and thorough investigation of the complaint, the complainant should provide as much information as is possible, including the names, dates, locations and steps taken. An individual making a complaint may be asked to put the complaint in writing.

In the event that an individual feels that his or her physical safety is in jeopardy, IDSA and HIVMA encourage the individual to contact the appropriate law enforcement agency to make a report.

Any reported allegations of harassment, discrimination, or retaliation will be investigated promptly by IDSA and HIVMA. The investigation may include individual interviews with the parties involved as well as witnesses to the conduct.

IDSA and HIVMA will maintain confidentiality to the extent consistent with appropriate investigation and corrective action.

If it is determined that an individual has engaged in prohibited conduct, IDSA and HIVMA shall determine the appropriate action to be taken, which may include, but is not limited to:

- Private reprimand.
- Expulsion from the IDSA or HIVMA event without warning or refund.
- Implementation of conditions upon attendance at future IDSA or HIVMA events.
- Removal of the individual as a board or committee member.
- Restriction from attendance at future IDSA and/or HIVMA events.
- Revocation of membership in IDSA and/or HIVMA.

### **Retaliation**

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation and is strictly prohibited. Acts of retaliation should be reported immediately and will be promptly addressed.