



## **SITE Conference Code of Conduct**

The SITE Annual Conference is committed to fostering a welcoming, inclusive, and professional environment for all participants. This Code of Conduct outlines the expectations for behavior for everyone involved in the conference, including attendees, speakers, sponsors, exhibitors, volunteers, and SITE staff. These standards apply to all conference-related activities, whether held in person or virtually.

### **1. Inclusivity and Respect**

- Treat all participants with courtesy, dignity, and respect.
- Support an environment that values diversity, equity, and inclusion.
- Avoid language, behavior, or imagery that is discriminatory, harassing, or offensive.
- Be mindful of the content you share in presentations, discussions, and conference-related materials to ensure it is appropriate for a diverse professional audience.

### **2. Professional Conduct**

- Engage in constructive, respectful dialogue during sessions, workshops, and networking events.
- Focus critiques on ideas rather than individuals.
- Maintain professional standards in dress, communication, and behavior throughout the conference.
- Conduct yourself in a manner that reflects positively on SITE and the broader insurance training community.

### **3. In-Person Conduct**

- Follow all local laws, venue rules, and conference guidelines.
- Consume alcohol responsibly at conference-related events.
- Respect shared spaces, conference property, and the experience of fellow participants.
- Refrain from disruptive, inappropriate, or harassing behavior of any kind.



#### **4. Virtual Conduct**

- Adhere to the rules and expectations of the virtual platforms used for conference sessions or activities.
- Participate respectfully in chats, Q&A features, and online discussions.
- Avoid any form of harassment, disruption, or inappropriate behavior in virtual environments.

#### **5. Reporting and Enforcement**

- If you experience or witness behavior that violates this Code of Conduct, please report it promptly to SITE staff.
- SITE reserves the right to take appropriate action in response to violations, which may include warnings, removal from conference activities, or other measures deemed necessary to maintain a safe and respectful environment.

#### **6. Contact Information**

To report concerns or request assistance related to the Code of Conduct, please contact:

**SITE Conference Team**

Email: [conference@insurancetrainers.org](mailto:conference@insurancetrainers.org)

By participating in the SITE Conference, you acknowledge that you have read and understood the Code of Conduct policy and agree to adhere to its guidelines. We strive to foster a supportive and respectful community that benefits everyone, and your cooperation is vital in achieving this goal.