



ASEM Code of Conduct for Meetings

Statement on the Code of Conduct: It is the agreed policy of the American Society for Engineering Management (ASEM) that all participants at ASEM conferences, events and meetings shall be part of an environment that is free from all forms of harassment (including sexual harassment) and retaliation. ASEM meetings are focused on promoting the field of engineering management through positive engagement and discussions. ASEM is committed to providing a safe, productive and inclusive environment for meetings that is welcoming to all participants and staff members. All participants, including attendees, speakers, volunteers, exhibitors, staff members and others are expected to abide by this Code of Conduct. This document should be considered alongside the [ASEM Code of Ethics](#).

Authorship: All authors who submit a presentation to ASEM conferences, events and meetings must have intentions of registering, attending and presenting at the meeting once the submission is accepted into the program.

Photography: Appropriate care should be exercised when taking photographs or videos and especially during technical sessions as they can be disruptive to presenters. In cases where a presenter has displayed a copyright on slides, permission for taking photographs or videos is required beforehand. ASEM reserves the right to take photographs and videos during meetings for informational and promotional purposes.

Expected behaviour:

- Communicate openly with respect and consideration for others, valuing a diversity of views and opinions.
- Behave in a manner that is considerate, respectful and collaborative with others.
- Avoid personal attacks directed toward other meeting participants.
- Alert meeting organizers if you notice a dangerous situation or someone in distress.
- Respect the rules and procedures of the meeting venue.
- Contribute positively to discussions and exchanges held at meetings.

Unacceptable behavior:

- Harassment, intimidation, or discrimination in any form.
- Physical, written or verbal abuse of any attendee, speaker, volunteer, exhibitor, staff member, service provider or other meeting participant.
- Disruption of presentations, inappropriate physical contact and unwelcome attention. Participants asked to stop any harassing behavior are expected to comply immediately.
- Examples of unacceptable behavior include, but are not limited to, verbal comments related to gender, sexual orientation, disability, physical appearance, body size, race, religion, national origin, inappropriate use of nudity and/or sexual images in public spaces or in presentations, threatening or stalking any meeting participant.

Reporting an incident:

- Any individual covered by this Code of Conduct who believes that a violation has taken place should report the incident to the ASEM Operations Director at asem-hq@asem.org.
- All complaints will be treated seriously and investigated promptly. Confidentiality will be honored to the extent permitted as long as the rights of others are not compromised.
- When the investigation is complete, a summary of the findings and applicable actions will be communicated to the complainant and the accused.
- ASEM will not tolerate any form of retaliation against individuals who file a complaint or assist in the investigation. Retaliation is a serious violation of this Code of Conduct and will be subject to disciplinary action.