



## Code Of Conduct and Ground Rules

### CODE OF CONDUCT

Association of Fish and Wildlife Agencies (AFWA) is committed to providing a safe and welcoming environment for all meeting participants and staff. All participants including but not limited to attendees, speakers, volunteers, exhibitors, staff, and service providers, are expected to abide by this AFWA Code of Conduct, and this code applies to all AFWA meeting related events including virtual meetings and those sponsored by organizations other than AFWA but held in conjunction with AFWA events, either in public or private facilities. In addition, AFWA members must adhere to the AFWA Code of Ethics.

### EXPECTED BEHAVIOR

- Treat others with respect, inclusivity, and consideration, recognizing that this event is a place for diversity of thought, organization, and individuals.
- Communicate openly with respect for others, avoiding personal attacks.
- Be mindful of your surroundings and others. Alert event staff if you notice any discriminatory, harassing, aggressive, or exclusionary behavior or speech as soon as possible.

### UNACCEPTABLE BEHAVIOR

- Harassment, intimidation or discrimination in any form is not tolerated.
- Physical, verbal or written abuse of any attendee, speaker, volunteer, exhibitor, staff, service provider, or other meeting guest will not be tolerated.
- Examples of unacceptable behavior include but are not limited to: verbal comments related to gender, gender identity and expression, sexual orientation, disability, physical appearance, body size, race, religion, and national origin; inappropriate use of nudity and/or sexual images in public spaces or in presentations; and, threatening or stalking any type of meeting guest.
- Disruption of sessions, in the exhibit hall or at other events organized by AFWA, is not allowed.

### CONSEQUENCES OF UNACCEPTABLE BEHAVIOR

Anyone requested to stop unacceptable behavior by an AFWA staff member is expected to comply immediately. AFWA will not tolerate such behavior and reserves the right to take any action it deems necessary and appropriate in its sole discretion, including expulsion from the event without warning or refund, exclusion from future events, and other consequences set forth in the AFWA Code of Ethics and Disciplinary Policy.

## REPORTING UNACCEPTABLE BEHAVIOR

If you are the subject of unacceptable behavior or have witnessed any such behavior, please contact John Lord from AFWA at [jlord@fishwildlife.org](mailto:jlord@fishwildlife.org). Please note AFWA reserves the right to modify or revise this policy at any time with or without notice. In the event of an emergency, please contact local authorities immediately.

## GROUND RULES

Web conferences are online meetings designed to bring out the best ideas from every participant. Ground rules provide the meeting etiquette and will assist in the process by respecting everyone's time and ideas as well as by providing a consistent framework to work within.

In order to have a productive and inclusive experience, we are asking all attendees to please review and follow the following ground rules.

1. **Be prepared, do a tech check!** Many platforms will allow you to log in early to set up your profile, create agendas and familiarize yourself with all the tools available. Make sure you have a device that can support video chats with a good microphone, sometimes using a headset with built in microphone has the best audio quality.
2. **Make sure you have a good internet connection.**
3. **Create a profile-** Most platforms ask you to create a profile that will serve as your identification throughout the conference. The more personal the better, we highly recommend adding a picture to help others identify and network with you. If you aren't comfortable with using your own photo, your pets or other fun image will do!
4. **Stay mentally present-** It is easy to get distracted but we ask that you try to be present so you don't miss anything! Try using "Do not Disturb" mode on your phone and block your time off on your calendar.
5. **Mute yourself-** Try to choose a quiet location – away from pets, children, etc. Turn off the TV and any music. The mute button is your friend. Use the mute button when you are not speaking.
6. **Be on time-** If you arrive late, please don't interrupt the call. Remain silent and catch up as best as you can.
7. **Identify yourself-** Before you start to speak, please state your name so we know who is talking. Everyone might not recognize your voice. Also be sure to speak slowly and clearly. Please try not to cut others off as well.
8. **Attack the problem, not the person-** There will be differences of opinion. You will not agree with everything that is discussed. But please be open to hearing other people's perspectives. If you don't agree, respectfully challenge the idea – not the person.
9. **Embrace the awkward-** Everyone is still working out the kinks and getting used to meeting and working online. There may be some awkward moments, but just go with it!