

IAFE CODE OF CONDUCT – 2021/2022

Before Leaving Home:

- Follow relevant guidance provided by the Centers for Disease Control and Prevention (CDC), or your local health authority.
- Adhere to government-issued travel restrictions and guidance issued by the region you will be traveling to and the region you are traveling from.
- Evaluate your own health and that of people you are in close contact with; contact the IAFE if you have concerns.
- Stay home if you feel sick.

On Site During the Summit:

- Follow guidance from the local health authority, for everyday preventive actions to help prevent the spread of disease including:
 - Washing hands often with soap and water for at least 20 seconds, or an alcohol-based sanitizer with at least 60% alcohol.
 - Avoiding touching eyes, nose, and mouth with unwashed hands.
 - Covering your nose and mouth when coughing or sneezing. Throw used tissues in the trash.
 - Cleaning and disinfecting frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- Adhere to safety protocols (COVID-19 or other) put in place by the IAFE and host facility, respect others' personal space.
- At any time, if you feel unwell or are experiencing flu-like symptoms, please contact an IAFE representative.
- Do not bring any signage to be displayed into sessions.
- Do not attack others. The discussions during all sessions are meant to stimulate the exchange of information not to create contention. Let others have their say, just as you may.

- Do not make written or oral statements that advertises, promotes, or make offers or are a call to action relating to any product or service in an educational session.
- Do not make written or oral statements that infringe copyrights or trademarks, that are defamatory, abusive, profane, threatening, offensive, harassing or bullying, or that are related to gender, sexual orientation, disability, physical appearance, body size, race, religion, or national origin.
- Do not make written or oral statements that either expressly or impliedly lead to price fixing, a boycott of another's business, or other conduct intended to illegally restrict free trade.
- Do not write or say anything that you would not want the world to see or that you would not want anyone to know came from you. Sessions could be streamed as they occur and can be recorded for use and publication by the IAFE following the close of the Summit.
- Be courteous and respectful to others at all times.

Post-event

- Based on current contact tracing advice from many health authorities, if you test positive for COVID-19 up to 14 days after returning home, please contact the IAFE to advise them.

Legal Principles

The IAFE IFM Summit is provided as a service of IAFE. By participating in the Summit and speaking or making written statements during the proceeding of the Summit, you grant to IAFE the nonexclusive, world-wide, transferable right and license to display, copy, publish, distribute, transmit, print, and use that information or material in any way and in any medium, including but not limited to print or electronic form.

The IAFE reserves the right to remove any content from recordings of sessions that does not comply with this Code of Conduct. The IAFE may remove from participation or deny participation in the Summit proceedings anyone who in the sole discretion of the IAFE Staff is deemed to be in violation of this Code of Conduct. You understand and agree that if the IAFE Staff takes such action that you will not be entitled to receive a refund of your registration fee.