



5865 Neal Avenue N, #179, Stillwater, MN 55082 | msa@msa-live.org

Event Code Of Conduct

The Minnesota Society of Arboriculture (MSA) is committed to providing a safe, productive, and welcoming meeting and event environment for all participants.

This Event Code of Conduct ("Code of Conduct") applies to any MSA-related event, meeting, or gathering, whether in person or online, including ancillary events as well as at official and unofficial social gatherings ("Event").

All participants, including, but not limited to board members, members, attendees, competitors, speakers, volunteers, sponsors, exhibitors, staff members, service providers, spectators, and all others connected with the Event are expected to abide by this Code of Conduct.

Expected Behavior:

- Be considerate of others.
- Be respectful of others and viewpoints that may be different from your own.
- Be mindful of your words and actions.
- Comply with all rules, policies, and procedures of the facilities at which any event is being held.
- Address and report inappropriate behavior and comments that are discriminatory, harassing, abusive, offensive or unwelcome.

Unacceptable Behavior:

- Harassment, including sexual harassment, or discrimination based on age, ancestry color, gender identity or expression, national origin, physical or mental disability, religion, sexual orientation, or any other characteristic protected by applicable laws, regulations, and ordinances. Examples of harassment include, but are not limited to:
 - sexist, racist, homophobic or other discriminatory jokes, slurs, insults, or comments;
 - threats
 - inappropriate jokes, innuendos, name-calling, teasing, embarrassing practical jokes
 - insulting gestures
 - displaying offensive materials such as pin-ups, pornography, etc.
 - use of electronic communications such as the internet and e-mail to harass
 - actions that invade privacy
 - spreading rumors that damage one's reputation
 - refusing to work/volunteer with another
 - condescending or patronizing behavior
 - abuse of authority which undermines performance or threatens careers
 - unwelcome touching, physical assault or sexual assault
- Behavior that is disruptive, disrespectful, or degrading to others.
- Destroying, defacing, or damaging the property of others or of the facilities at which any event is being held.
- Presentations, postings, and messages should not contain promotional materials, special offers, job offers, product announcements, or solicitation for services unless expressly approved by MSA.
- Copying, recording, or broadcasting MSA event content. This includes, but is not limited to, content shared via presentations, exhibitors, Q&A, chat room activity, or personal contact details without permission.

Reporting an Incident

If you, yourself, experience, witness, or learn of any harassment or incidents of unacceptable behavior at an

MSA Event.

1. Document details of the event: location, names or descriptions of attendees involved, and a brief description of the actions.
2. Notify any MSA Representative, or call or text (651) 500-1045 or email msa@msa-live.org to notify MSA staff.
3. Do not attempt to approach or confront the perpetrator yourself. If there is an MSA representative onsite, they will work with MSA Staff, the MSA Executive Committee and/or local authorities to address the perpetrator.
4. The MSA Representative may want to meet with you in person. Unless you are needed elsewhere, try to stay where you are until we can reach you.

MSA Reporting Protocol

Once an incident is reported to MSA Staff, the Executive Director will file the report and notify the President and Past President who are charged with serving as the Ethics intermediary. They will assess the report to determine how to respond to the report, including whether to respond to the report through an informal problem solving process or a formal investigation process and may result in the consultation with the International Society of Arboriculture or the formation of an Ethics Committee. In making this determination, the President and Past President may consider, among other factors: (1) the nature and severity of the reported conduct; (2) whether the conduct has been previously addressed with the alleged perpetrator; (3) free speech protections; (4) the potential for recurrence of the conduct; (5) the actual and potential impact of the conduct; (6) the potential impact of using investigative or problem-solving approaches to address the report; and (7) the preferences of the complainant. The President and Past President will make every effort to address the report based on available information.

The Past President is charged with forming the Ethics Committee and delegating responsibilities. If the Past President is involved in the incident or is found to have a conflict of interest, an Ethics Committee will be formed by the President or an Executive Committee member without incident involvement or conflict of interest.

All reports received will be documented and remain permanently on file. Currently, documentation of incidents will be housed in a protected file in the Executive Director's Google Drive> Ethics>Reported Harassment, which is only accessible to the Executive Director unless additional reports are filed. Once a harassment report is filed, the Executive Director will provide any relevant documentation to the President and Past President. Relevant information is defined as any documentation with corresponding named individuals related to any incident involvement.

MSA is committed to protecting the privacy of all individuals involved in the incident and resolution under this policy to the greatest extent possible. MSA will maintain the privacy of records in accordance with applicable state and federal law. In accordance with legal requirements, MSA will make reasonable efforts to protect the privacy of individuals while also fulfilling the need to gather information to assess the report, take steps to eliminate prohibited conduct, prevent its recurrence, and remedy its effects, and satisfy the due process rights of the parties. MSA has an interest in protecting the integrity of its investigations, protecting the privacy of parties and witnesses, and protecting parties and witnesses from harassment, intimidation, or retaliation as a result of their participation in an investigation.