Professional Standards and Code of Conduct at San Antonio Building Owners and Managers Association, Inc. (BOMA) Activities and Events

Policy adopted on Wednesday, June 15, 2022

The open exchange of ideas is central to the BOMA mission. This requires an environment that embraces diversity and provides a safe, welcoming environment for all. This policy **applies to all BOMA activities**, including:

- Conferences, symposia, workshops, and events sponsored, co-sponsored, or in cooperation with BOMA;
- BOMA member meetings;
- Exchanges among committees or other bodies associated with BOMA activities publications and communications sent through communication channels associated with BOMA, including social media.

Expected Behavior

We expect everyone participating in BOMA activities to abide by BOMA's mission as reflected in this policy in all venues, including ancillary events:

- Exercise consideration and respect in your speech and actions;
- Refrain from demeaning, discriminatory, or harassing behavior and speech;
- Be mindful of your surroundings and of your fellow participants;
- Alert BOMA leaders if you notice a dangerous situation, someone in distress, or violations of this policy, even if they seem inconsequential.

Unacceptable Behavior at any BOMA Activity

- **Abuse**: Any action directed at an individual that (a) interferes substantially with that person's participation; or (b) causes that person to fear for his/her personal safety. This includes threats, intimidation, bullying, stalking, or other types of abuse.
- **Harassment other than Sexual Harassment**: Any conduct that discriminates or denigrates an individual based on race, ethnicity, religion, citizenship, nationality, age, sexual identity, disability, or any other characteristic protected by law in the location where the BOMA activity takes place.
- **Sexual Harassment**: Unwelcome sexual advances, requests for sexual favors, or other verbal/physical conduct of a sexual nature. Examples include (but are not limited to):
    - Unwelcome advances or propositions, particularly when one individual has authority over the other;
    - Inappropriate touching of another's body;
    - Degrading or humiliating comments about an individual's appearance;
    - Using an activity-related communication channel to display or distribute sexually explicit images or messages;
- **Negative/Inappropriate behavior at BOMA Hosted Events:** Examples include (but are not limited to):
    - Disrespect or harassment of event staff, BOMA members, guests and/or venue personnel
    - Overconsumption of alcohol
    - Physical Violence/Verbal abuse

**Please note, if a member or guest displays inappropriate behavior at a BOMA hosted event, the Association authorizes event staff/leadership to determine whether this guest is to be instructed to leave the event or meeting. Any guests asked to leave an event due to inappropriate or violent behavior will be subject to a revoked membership representative status and will no longer be permitted to attend BOMA hosted events.*

Unacceptable behaviors include, but are not limited to:

- Intimidating, harassing, abusive, discriminatory, derogatory, or demeaning speech or actions by any participant in BOMA activities, at all related events and in one-on-one communications carried out in the context of BOMA activities;
- Offensive, degrading, humiliating, harmful, or prejudicial verbal or written comments or visual images related to gender, sexual orientation, race, religion, disability, age, appearance, or other personal characteristics;
- Unwelcome sexual advances, requests for sexual favors, or other verbal/physical conduct of a sexual nature;
- Inappropriate or gratuitous use of nudity, sexual images, or stereotyped images including using an activity-related communication channel to display or distribute sexually explicit or otherwise offensive or discriminatory images or messages;
- Deliberate intimidation, stalking or following;
- Harassing photography or recording;
- Sustained disruption of talks or other events;
- Unwelcome and uninvited attention or contact;
- Physical assault (including unwelcome touch or groping);
- Real or implied threat of physical harm;
- Real or implied threat of professional or financial damage or harm.

Harassment can occur when there is no deliberate intention to offend. The victim or subject of the harassment determines whether the actions or words constitute harassment. Be careful in the words that you choose. Harassment committed in a joking manner or disguised as a compliment still constitutes unacceptable behavior. Remember that sexist, racist, and other exclusionary jokes can be offensive to those around you, and you should not engage in such behavior.

Consequences of Unacceptable Behavior

If a participant in a BOMA activity engages in prohibited behavior, BOMA reserves the right to take any action BOMA deems appropriate. BOMA reserves the right to:

- Remove any individual from any BOMA activity without warning or refund;
- Prohibit any individual from participating in future BOMA activities;
- Exclude any individual from BOMA leadership positions;
- Exclude any individual from deriving other benefits from BOMA activities;
- Report the actions of individuals or companies considered contrary to the Code of Ethics to BOMA and/or the BOMA member. BOMA shall follow standard procedures for the enforcement of this Code as approved by the BOMA Board of Directors.

Sanctions may be applied to members and non-members of BOMA. Appropriate sanctions also will be taken toward any individual who falsely accuses another of harassment.

How to Report Unacceptable Behavior

In the event of unacceptable behavior, you may wish to inform a person in authority. Those in authority to act in these cases include the event chair, a BOMA leader, and other BOMA organizers.

Warnings and Disclaimers

This Policy Against Harassment at BOMA Activities is not intended to limit open discussion of the merits of particular work or issues presented at BOMA events. It applies only to ***behavior*** at BOMA events and activities.

BOMA assumes no liability or responsibility for the actions of any member or other activity participant.

BOMA is not responsible for protecting the safety of members or participants in BOMA activities. Any individual who feels his/her safety is at risk due to harassment or for any other reason is encouraged to take appropriate steps to ensure personal safety.