



## **SPEAKER CODE OF CONDUCT AND ETHICS**

### **1. PURPOSE AND SCOPE OF SPEAKER CODE OF CONDUCT AND ETHICS**

The IIA is committed to the highest ethical standards to merit and maintain the confidence and trust of its members and constituencies. Speakers must conduct their personal and professional affairs in full compliance with all laws and regulations and uphold The IIA's integrity in such a manner that does not result in adverse comments from its members or other constituents or in any way damage The IIA's reputation.

This Speaker Code of Conduct and Ethics ("Code") helps foster a culture of honesty and accountability, and provides guidance and mechanisms for dealing with ethical issues. All Speakers are responsible for knowing and complying with this Code and other policies of The IIA.

No code of business conduct can cover all situations. When in doubt, ask yourself these questions:

- Would my action inspire trust?
- Is my action legal? If legal, is it also ethical? Are my actions honest in every respect?
- Is anyone's life, health or safety endangered by this action?
- Can I defend this action with a clear conscience before my peers and the general public?
- Would it be helpful to ask a designated IIA staff liaison for guidance in the matter before I act?
- Would I be embarrassed to read about my action in the news?
- How would members of my family view my actions?

### **2. GENERAL RULES OF CONDUCT**

Any group of people working together must abide by certain rules of conduct based on honesty, good taste, fair play, and safety. This is essential if everyone is to work together efficiently. The following are examples of some, but not necessarily all, types of misconduct.

- Acts of dishonesty;
- Harassing, discriminating, or retaliating against anyone;
- Engaging in any act of violence or damaging IIA property or the property of others;
- Being under the influence of illegal drugs or alcohol while participating in IIA activities;
- Possession of weapons of any kind while participating in IIA activities;
- Misuse of IIA property or removal of IIA property from the premises or event without express authorization; and
- Engaging in interests outside The IIA which in any way conflict with the best interests of The IIA.

### **3. COMPLIANCE WITH LAWS, RULES, AND REGULATIONS**

The IIA is committed to full compliance with the laws of the cities, states, provinces, and countries in which it operates. No individual shall knowingly engage in any activity in violation of any such law or knowingly assist any other person in doing so.



#### **4. CONFLICTS OF INTEREST**

A conflict of interest is defined as an individual's involvement in outside activities that might conflict with The IIA or adversely affect the judgment in performance of their responsibilities or be perceived by others to have influenced the individual's judgment.

Freedom from conflicts of interest requires the use of sound ethical judgment by all. It is the individual's responsibility to avoid situations involving actual, potential or perceived conflicts of interest, and to avoid personal transactions or situations in which their own interests either are, or appear to be, in conflict with those of The IIA.

#### **5. SEXUAL HARASSMENT AND OTHER DISCRIMINATORY HARASSMENT**

The IIA's policy is to provide an environment that is free from sexual and other types of discriminatory harassment. This policy applies to all settings and activities, including social events.

##### **PROHIBITION OF SEXUAL HARASSMENT**

The IIA prohibits sexual advances or requests for sexual favors or other physical or verbal conduct of a sexual nature, when (1) submission to such conduct is made as an implicit condition of contractual engagement; (2) it is used as a basis for decisions affecting the individual who submits or rejects to such conduct; (3) such conduct has the purpose or effect of unreasonably interfering with an individual's performance; or (4) such conduct creates an intimidating, hostile, humiliating, or offensive work environment.

Although it is not possible to list all of the circumstances that would constitute sexual harassment, the following are some examples: (1) unwelcome sexual advances, whether or not they involve physical touching; (2) requests for sexual favors in exchange for actual or promised contracts, gifts or other benefits; (3) use of sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; (4) sexually oriented comments on an individual's body or comments about an individual's sexual activity, deficiencies, or prowess; (5) displaying sexually suggestive objects, pictures, cartoons; (6) unwelcome leering, whistling, deliberate brushing against the body in a suggestive manner, sexual gestures, suggestive or insulting comments; (7) inquiries into one's sexual experiences; or (6) discussion of one's sexual activities.

##### **PROHIBITION OF OTHER TYPES OF DISCRIMINATORY HARASSMENT**

It is against IIA policy to engage in verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, gender, religion, sexual orientation, age, national origin, disability, or other protected category (or that of the individual's relatives, friends or associates) that: (1) has the purpose or effect of creating an intimidating, hostile, humiliating, or offensive environment; (2) has the purpose or effect of unreasonably interfering with an individual's performance; or (3) otherwise adversely affects an individual's opportunities for conducting business with The IIA.

The following conduct may constitute discriminatory harassment: (1) epithets, slurs, negative stereotyping, jokes, or threatening, intimidating, or hostile acts that relate to race, color, gender, religion, sexual orientation, age, national origin, or disability; and (2) written or graphic material that denigrates or shows hostility toward an individual or group because of race, color, gender, religion, sexual orientation, age, national origin, or disability and that is circulated anywhere during an IIA activity whether on location or



electronically, including but not limited to social media sites. Other conduct may constitute discriminatory harassment if it falls within the definition of discriminatory harassment set forth above.

## **REPORTING OF HARASSMENT**

Individuals who observe, learn of, or are subjected to harassment should report the incident immediately to The IIA.

You can make a report either personally or anonymously. We will fully investigate all reports and take whatever action is necessary to prevent a recurrence.

### **Personal Report**

You can make a personal report online at [www.clearviewconnects.com](http://www.clearviewconnects.com), by calling 1-844-718-3909, or by contacting a staff member.

### **Anonymous Report**

You can make an anonymous report online at [www.clearviewconnects.com](http://www.clearviewconnects.com) or by calling 1-844-718-3909. The IIA partners with ClearView Strategic Partners who specializes in ethics reporting/‘whistleblowing’ solutions for organizations of all sizes to provide anonymity.

## **6. DRUG AND ALCOHOL USE**

Speakers may not be under the influence of any illegal drug or alcoholic beverages while working as a representative of The IIA. Clients may require a standard drug test for any Speaker performing services on their premises. When possible, this information will be provided prior to a Work Order being executed. If a Work Order is already executed, Speaker shall be given the right to refuse the drug test and the Presentation. Speaker will be responsible for making standard drug testing arrangements based on client requirements. The IIA agrees to reimburse Speaker for the minimum standard drug testing expenses that meet the client’s needs.

## **7. NO-WEAPONS**

The IIA strictly prohibits possession of weapons of any type on the premises or at any IIA activity. This includes visible and concealed weapons, even those for which the owner has obtained the necessary permits. While this list is not all-inclusive, weapons includes firearms, knives, any explosive materials, or other objects that could be used to harass, intimidate, or injure another individual.

## **8. USE OF EQUIPMENT AND SUPPLIES**

When using property of The IIA, all Speakers are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

## **9. DRESS CODE**

Speaker understands that appropriate business attire shall be worn for the duration of the services with The IIA. Appropriate business attire does not include blue jeans, polo shirts, t-shirts, exercise clothes, sneakers, and other casual wear.