

National Hemophilia Foundation's Events Behavior Guidelines

The National Hemophilia Foundation's educational and fundraising events provide an important avenue for the exchange of information and resources intended to help improve the quality of life and quality of care for all members of the bleeding disorders community. All individuals and groups attending NHF sponsored events, including national chapter events, should be assured the opportunity for (1) unencumbered access to information and resources, and (2) a secure or non-threatening environment within which they can share information, interests, and ideas. **Under no circumstance will NHF or its chapters allow the participation of individual members of the bleeding disorders community, or others in attendance, to be compromised by potentially threatening language or potentially threatening actions or activities.**

It is the policy of the National Hemophilia Foundation that all participants, including attendees, exhibitors, vendors, NHF staff, chapters, volunteers, and all other stakeholders at NHF meetings, events, and conferences both in-person and virtually will conduct themselves in a professional manner that is welcoming to all participants and free from any form of discrimination, harassment, or retaliation.

Participants will treat each other with respect and consideration to create a collegial, respectful, inclusive, and professional environment at NHF conferences both in-person and virtually. Creating a supportive environment to enable scientific discourse at NHF meetings is the responsibility of all participants.

To that end, we believe setting forth a clear set of behavioral expectations promotes an atmosphere of dignity and respect for all.

NHF appreciates and values individual differences and welcomes diversity in its broadest definition. Many different opinions and experiences may be shared during educational events that may touch you personally and often emotionally. While we strongly encourage passion as you share your stories, we offer some tips to keep it professional:

- **Attack the problem, not the person.** There will be differences of opinion. You may not agree with everything that is discussed. Please be open to hearing other people's perspectives. If you don't agree, respectfully challenge the idea – not the person. Blame and judgement gets us further from the solution, not closer. Honest and constructive discussions are needed to obtain the best results.
- Be assertive, not aggressive in presenting your points.
- Share both positive and negative experiences with others.
- Problem-solve instead of placing blame.
- Humor is great, but not at the expense of others.
- Replace words that hurt with words that encourage, engage, and enrich others.
- A positive attitude is contagious—your colleagues will respect your kindness.

We would also like to summarize some key points of **NHF's Policy on No Harassment**. We expect all conference attendees, consumers, volunteers, exhibitors, industry professionals, and

guests to comply with the principles of this policy as well as all NHF employees. NHF's policy covers conduct in the workplace as well as at social and business functions sponsored by NHF.

- NHF is committed to providing a work environment free of harassment.
- NHF is committed to a work environment in which all individuals are treated with respect and dignity.
- NHF expects that all relationships among employees will be businesslike and free of bias, prejudice, and harassment.
- NHF will not tolerate any form of illegal discrimination or harassment on the basis of a person's race, creed, color, religion, gender, sexual orientation, gender identity/expression, national origin, disability, age, genetic information, veteran status, marital status, pregnancy or related condition (including breastfeeding), or any other basis protected by law.
- Illegal harassment includes offensive, aggressive, antagonistic and/or contentious behavior based on a protected legal status. Specifically, those behaviors include, but are not limited to abusive verbal comments or slurs, visual displays of offensive objects which disparage or disrespect a particular class of persons or any other verbal or physical conduct which creates an intimidating, hostile or offensive environment.
- NHF expressly prohibits sexual harassment in the workplace, which is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. This includes severe or pervasive conduct which would not have occurred but for the sex of the person and which unreasonably interferes with the individual's work performance or creates an intimidating, hostile or offensive work environment. Some common examples of conduct that is prohibited include:
 - Unwelcome sexual flirtations, touching, advances or propositions;
 - Graphic or suggestive comments about an individual's dress or body;
 - Sexual jokes and innuendo; or asking questions regarding an individual's sexual conduct, orientation, or preference.

NHF COVID-19 DUTY OF CARE

NHF and NHF Chapters remain fully committed to holding rewarding 2022 in-person meetings, at different destinations where local, state, regional guidelines permit. NHF's priority is always the health and well-being of our community. Our Duty of Care is a living document that will continue to evolve, as we work closely with the sponsors, vendors, and hotels to create a safety plan for our 2022 and beyond in-person and hybrid events.

EXPECTED BEHAVIOR:

- Wear your event badge at all times, when offered.
- All event organizers, sponsors, attendees, and guests will be required to wear face coverings inside and in line for any indoor and/or outdoor public space; in any room or enclosed area where an individual is unable to distance from those outside their own households; and outside when within six feet of others.
- Masks will be available onsite, or you can bring your own mask.
- Hand sanitizing stations will be present throughout the building for use by all individuals.

- All event organizers, sponsors, attendees, and guests are required to follow signage and floor decals that are used to encourage social distancing in common areas.

PERSONAL ACCOUNTABILITY COMMITMENT

By attending our 2022 in-person events, you agree to abide by and engage in conduct that is beneficial to health and safety while attending the event. This includes, but is not limited to temperature checks, wearing a mask in accordance with CDC, NHF and local guidelines in public areas, engaging in appropriate physical distancing, and not attending the event if you are ill or have been recently exposed to COVID-19.

NHF 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 NHF Code of Conduct, and this code applies to all NHF meeting related events including virtual meetings and those sponsored by organizations other than NHF but held in conjunction with NHF events, either in public or private facilities. In addition, NHF members must adhere to the NHF Code of Ethics.

- NHF will not tolerate any form of illegal discrimination or harassment on the basis of a person's race, creed, color, religion, gender, sexual orientation, gender identity/expression, national origin, disability, age, genetic information, veteran status, marital status, pregnancy or related condition (including breastfeeding), or any other basis protected by law.
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Complaint Resolution Procedure

Any instances of harassment, discrimination, not following COVID-19 guidelines, or inappropriate behavior at the NHF or NHF Chapter sponsored event should be reported immediately to the following NHF employees:

Adeli Lopez, Human Resources Director
(212) 328-3723
alopez@hemophilia.org

Dawn Rotellini, Chief Operating Officer
(212) 328-3714
drotellini@hemophilia.org

Neil Frick, Senior Vice President for Medical Programs and Information
(212) 328-3708
nfrick@hemophilia.org

Consequences of Unacceptable Behavior

Upon receiving a report of unacceptable behavior, NHF's priority will be the safety and security of participants. Sanctions for violating this Code of Conduct may range from verbal warning, being denied access to remainder of the meeting, event, or conference, to notification of appropriate authorities. Retaliation for complaints of inappropriate conduct will not be tolerated.

All information regarding harassment complaints will be kept in confidence to the greatest extent practical and appropriate under the circumstances. NHF will conduct a prompt and thorough investigation to determine the facts. NHF will review its findings with the complainant at the conclusion of the investigation. No person who files a complaint in good faith or participates in the complaint resolution process will be subject to retaliation of any kind for that activity. NHF will take such actions or reasonable steps as necessary to put an end to the harassment.

Please help us to ensure that all participants enjoy an inclusive, safe, and respectful event experience.