

NATIONAL HEMOPHILIA FOUNDATION VIRTUAL INHIBITOR SUMMIT BEHAVIOR GUIDELINES

The National Hemophilia Foundation's Virtual Inhibitor Summit provides 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 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 circumstances will NHF 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.

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 will be shared over the next few days on issues and topics 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 will not agree with everything that is discussed. But 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.

NHF has formed a Mediation Team, comprised of NHF volunteers and staff, who will respond to any disruptive events. The following list, though not exhaustive, illustrates potentially disruptive situations that may be addressed by the Mediation Team:

- Threatening verbal taunts, undue shouting and vulgarities during virtual sessions.
- Personal threats—written, verbal or physical—that target an individual or group in attendance.

If the situation cannot be resolved amicably, the Mediation Team has the authority to revoke registration privileges, deny access to virtual sessions, or contact local authorities as necessary.

We would also like to summarize some key points of NHF's Policy on No Harassment. We expect all Virtual Inhibitor Summit 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 illegal 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, color, religion, sex, gender identity, sexual orientation, pregnancy, status as a parent, national origin, age, disability (physical or mental), family medical history or genetic information, political affiliation, military service, or other non-merit based factors..
- 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.

Complaint Resolution Procedure

Any instances of harassment, discrimination or inappropriate behavior at the NHF sponsored Virtual Inhibitor Summit should be reported immediately to the following NHF employees:

Kate Nammacher, Vice President of Education, email knammacher@hemophilia.org

Dawn Rotellini, NHF Chief Operating Officer, email: drotellini@hemophilia.org

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 Virtual Inhibitor Summit experience.

NHF Virtual Inhibitor Summit Behavior Guidelines

It is the policy of the National Hemophilia Foundation that all participants, including attendees, speakers, industry, sponsors, vendors, NHF staff, volunteers, and all other stakeholders at NHF meetings 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's Inhibitor Summit both in person and virtually. Creating a supportive environment to enable scientific discourse at NHF meetings is the responsibility of all participants.

We expect participants to follow NHF's **Virtual Inhibitor Summit Behavior Guidelines** on online and social media networks.

Unacceptable Virtual Inhibitor Summit Behavior

Participants are expected to avoid any inappropriate actions or statements based on individual characteristics such as age, race, ethnicity, sexual orientation, gender identity, gender expression, marital status, nationality, political affiliation, disability status, educational background, or any other characteristic. Disruptive or harassing behavior of any kind will not be tolerated.

Harassing conduct includes, but is not limited to: unlawful harassment, derogatory comments, epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written, electronic, or graphic material that denigrates or shows hostility or aversion toward an individual or group and that place during online live sessions, networking, via text chat functions, virtual question and answer sessions or elsewhere on the virtual Inhibitor Summit virtual site.

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, to notifying appropriate authorities. Retaliation for complaints of inappropriate conduct will not be tolerated.

The following Agreements and Disclaimers are offered by and pertain to NHF's Virtual Inhibitor Summit provided by the National Hemophilia Foundation and to the Virtual Inhibitor Summit speakers, presenters, sponsors, industry, and volunteers (collectively referred to herein as the "NHF"), and the person intending to attend and participate in the Virtual Inhibitor Summit. YOU AGREE NOT TO TAKE ACTION AGAINST, OR SEEK TO HOLD, OR HOLD LIABLE, NHF FOR THE USER'S USE OF THE INFORMATION PROVIDED.

The information presented at the Virtual Inhibitor Summit is solely intended for Consumers, Chapters and Healthcare professionals. You understand and agree that you are being provided

the information for educational and informational purposes only and that information will be provided to educate you on the latest scientific, clinical, therapeutic and educational advancements. Although NHF strives to present only current and accurate information at its Virtual Inhibitor Summit, you agree not to solely rely on this information or consider it to be any form of professional advice without additional independent review of its accuracy, completeness, efficacy, and timeliness. Any decisions you make based on the information provided is voluntary and should only be undertaken after an independent review of its accuracy, completeness, efficacy, and timeliness and/or only after consultation with a healthcare professional. Information provided during the Virtual Inhibitor Summit or otherwise offered by NHF, is intended to provide you with updates on scientific, clinical, therapeutic, and educational advancements and is not meant to replace or in any way modify the advice of a healthcare professional without additional review by you. Any decisions as to how you use this information is in your sole discretion and NHF will not be liable for any liability that may arise from such use.

Given the stated purpose of the information presented at the Virtual Inhibitor Summit, you agree that NHF is not responsible in any manner or to any extent for the consequences of any action(s) taken by any individual(s) as a result of using the information presented by NHF during the Virtual Inhibitor Summit. Further, NHF is not responsible for any information or content, or any actions that are based on such information or content, that is provided during the Virtual Inhibitor Summit.