

## National Bleeding Disorders Foundation's Events Behavior Guidelines (January 2024)

The National Bleeding Disorders 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 NBDF 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 NBDF 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 Bleeding Disorders Foundation that all participants, including attendees, exhibitors, vendors, NBDF staff, chapters, volunteers, and all other stakeholders at NBDF 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 NBDF conferences both in-person and virtually. Creating a supportive environment to enable scientific discourse at NBDF 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.

NBDF 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 **NBDF'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 NBDF employees. NBDF's policy covers conduct in the workplace as well as at social and business functions sponsored by NBDF.

- NBDF is committed to providing a work environment free of harassment.
- NBDF is committed to a work environment in which all individuals are treated with respect and dignity.
- NBDF expects that all relationships among employees will be businesslike and free of bias, prejudice and harassment.
- NBDF 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 offensive jokes, slurs, epithets or name calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures, and interference with work performance.
- NBDF expressly prohibits sexual harassment in the workplace, which is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical harassment of a sexual nature. The sexual conduct can be verbal, physical, in writing or in pictures. Harassment is illegal when it is so frequent or severe that it creates a hostile or offensive work environment or when it results in an adverse decision on employment. 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;
  - Rumors or gossip meant to degrade or belittle someone based on their sex or gender

## **Complaint Resolution Procedure**

Any instances of harassment, discrimination, not following NBDF's infectious disease guidelines, or inappropriate behavior at the NBDF sponsored event should be reported immediately to the following NBDF employees:

Adeli Lopez, Human Resources Director

(212) 328-3723

[alopez@hemophilia.org](mailto:alopez@hemophilia.org)

Dawn Rotellini, Chief Operating Officer

(212) 328-3714

[drotellini@hemophilia.org](mailto:drotellini@hemophilia.org)

Neil Frick, Senior Vice President for Medical Programs and Information

(212) 328-3708

[nfrick@hemophilia.org](mailto:nfrick@hemophilia.org)

## **Consequences of Unacceptable Behavior**

Upon receiving a report of unacceptable behavior, NBDF's priority will be the safety and security of participants. Sanctions for violating this Behavior Guidelines 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. NBDF will conduct a prompt and thorough investigation to determine the facts. NBDF 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. NBDF 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.**

**Conference and Travel Services Department**