

## CHURCH BENEFITS ASSOCIATION CONFERENCE/EVENT ANTI-HARASSMENT AND DISCRIMINATION POLICY

CBA conferences and meetings are intended for networking and collaboration in the church benefit plans community. We value the participation of each member of the community and want all attendees to have an enjoyable and fulfilling experience. Accordingly, all attendees are expected to show respect, professionalism, fairness, integrity, and courtesy to other attendees throughout the conference and at all CBA conference events, whether officially sponsored by CBA or not.

This CBA policy applies to all directors, officers, members, vendors, sponsors, exhibitors, guests, association staff, and any other meeting attendee (collectively referred to as "Participant(s)") at all CBA event sessions, venues, events, event-related social activities, meetings, or any other CBA gathering.

The Church Benefits Association (CBA) is dedicated to providing a harassment and discrimination-free conference experience for everyone regardless of gender, gender identity and expression, sexual orientation, disability, race, age, veteran status, religion or any other legally protected class. The CBA does not tolerate sexual, discriminatory, or other harassment by any Participant at a CBA meeting.

All communication should be appropriate for a professional audience including people of many different backgrounds. Sexual language and imagery outside of a medical context is not appropriate for any conference venue, including talks.

Be kind to others. Do not insult or put down other attendees. Behave professionally. Remember that discrimination, harassment, and sexist, racist, or exclusionary jokes are not appropriate for CBA events.

Unacceptable behavior includes, but is not limited to:

- Harmful or prejudicial verbal or written comments or visual images related to gender, gender identity, sexual orientation, race, religion, disability, age, appearance, or other personal characteristics
- Inappropriate sexual images
- Deliberate intimidation, "stalking" or excessive following
- Harassing photography or recording
- Sustained disruption of talks or other events
- Inappropriate physical contact
- Unwelcome sexual attention
- Advocating for, or encouraging, any of the above behavior

### ***Reporting Unacceptable Behavior:***

Any Participant subjected to unacceptable behavior at a meeting should report the behavior to CBA staff or applicable local authorities if the Participant's safety is threatened or the Participant otherwise feels it is necessary.

### ***Enforcement:***

The CBA Executive Committee or CBA staff may redress anything designed to disrupt, or with the clear impact of disrupting, the event or making the environment hostile for any Participant. If a Participant engages in harassing or discriminatory behavior, event organizers retain the right to take any actions to

keep the event a welcoming environment for all Participants. This includes warning the offender or expulsion from the conference (with no refund).

Participants asked to stop any harassing or discriminatory behavior are expected to comply immediately. Hotel/venue security and local authorities will be contacted when appropriate.

The CBA Executive Committee or CBA staff may decide to expel a Participant for any violation of the anti-harassment and discrimination policy. However, here are some general guidelines for when a Participant should be expelled:

- After a second offense resulting in a warning from a member of the CBA Executive Committee or CBA staff
- Continuing to harass after any "No" or "Stop" instruction
- A pattern of harassing behavior
- A single serious offense (e.g., punching or groping someone), as determined by the CBA Executive Committee or CBA staff

Approved by the CBA Executive Committee on August 18, 2023.