

Society of Architectural Historians Personal Conduct Policy

It is the policy of the Society of Architectural Historians (SAH) that all participants of SAH conferences and programs, including attendees, exhibitors, vendors, SAH staff, volunteers, and all other stakeholders, will conduct themselves in a professional manner that is welcoming to all participants and free from any form of discrimination, harassment, or retaliation. SAH is committed to providing a safe, productive, and welcoming environment for all meeting participants and SAH staff. Participants of all SAH conferences and programs will treat each other with respect and consideration to create a collegial, inclusive, and professional environment.

Retaliation for complaints of inappropriate conduct will not be tolerated.

Violations of this code of conduct policy should be reported to Director of Programs Christopher Kirbabas (ckirbabas@sah.org or 773-771-3300) or other SAH Staff. Sanctions may range from verbal warning, to ejection from the conference or program without refund, to notifying appropriate authorities.

Best Practices for Attending a Conference or Program

Personal Safety and Security

SAH works diligently to provide a safe and secure environment at its conference and programs by working with venue staff to make sure meeting participants are safe. Keep the following guidelines in mind:

- If you are in immediate danger, call 911.
- Be aware of your surroundings at all times.
- Use the buddy system when walking to/from the program venue and any off-site venue during early or late hours.
- Don't wear your meeting badge on the street. Take it off as soon as you leave the building/venue.
- Don't carry a lot of cash or credit cards. Leave in your hotel room safe.
- Don't leave personal property unattended anywhere, anytime.
- If you need assistance, ask any SAH staff member or convention center/hotel staff to help you.

We ask that all attendees report any questionable or concerning activity to SAH staff so that we can take immediate action. No concern is too small, if you see something, say something.

Responsible Drinking

At most SAH networking events, both alcoholic and non-alcoholic beverages are served. SAH expects participants to drink responsibly. SAH staff has the right to deny service to participants for any reason and may require a participant to leave the event.

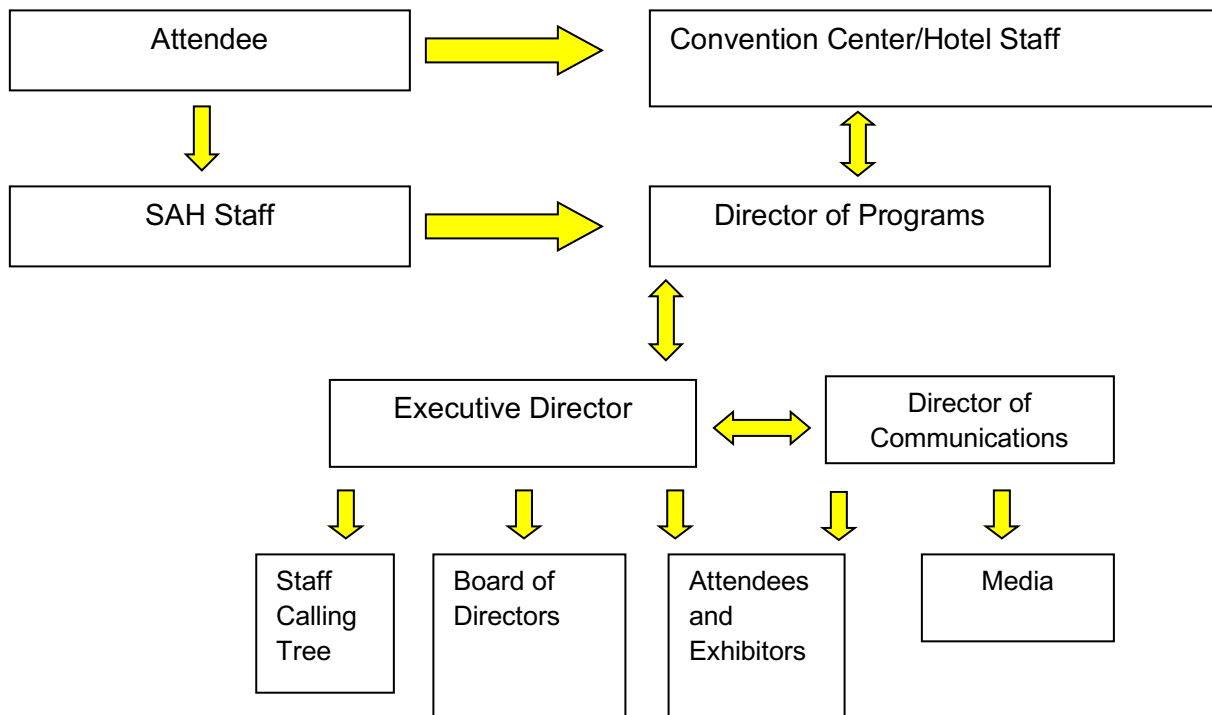
Unacceptable Behavior

Examples of unacceptable behavior include but are not limited to:

- Harassment of any form, such as inappropriate or intimidating behavior and language; unwelcome jokes or comments; unwanted touching or attention; offensive images; photography without permission; and threatening or stalking any attendee, speaker, volunteer, exhibitor, SAH staff member, service provider, or other meeting guest.
- Discrimination of any form, such as inappropriate actions or statements related to race, physical appearance, age, gender, sexual orientation, ability status, political affiliation, religion, nationality, gender identity, gender expression, marital status, educational background, and/or any other characteristic protected by law.
- Physical or verbal abuse of any attendee, speaker, volunteer, exhibitor, SAH staff member, service provider, or other meeting guest.
- Inappropriate use of nudity and/or sexual images in public spaces or in presentations.
- Disruption of presentations at sessions, in the exhibitor area, or at other events organized by SAH at the meeting venue, hotels, or other SAH-contracted venues.

SAH has zero tolerance for any form of discrimination or harassment by participants or SAH staff at our conferences and programs. If you experience profiling or harassment or hear of any incidents of unacceptable behavior, SAH asks that you inform Director of Programs Christopher Kirbabas (ckirbabas@sah.org or 773-771-3300) or other SAH Staff, so that we can take the appropriate action.

SOCIETY OF ARCHITECTURAL HISTORIANS EMERGENCY COMMUNICATION FLOW



SAH PROFILING OR HARASSMENT REPORT FORM

In case of emergency or immediate danger, call 911 and notify authorities.

Name of person reporting on incident: _____

Contact info of person reporting on incident: _____

Name of victim: _____

Contact info of victim: _____

Please indicate whether the victim is: Attendee Exhibitor Staff Member

Other _____

Name of alleged offender or any identifying information about him/her:

Contact info of alleged offender:

Please indicate whether the alleged offender is: Attendee Exhibitor Staff Member

Other _____

Date/Time/Location of incident:

Description of profiling or harassment incident:

How did you respond to the incident:

Names of other people who might be involved or witnessed incident:

Do you want any of the following contacted: Police Ambulance
 Your Emergency Contact

Your Emergency Contact Info:

Submit this form to:

Christopher Kirbabas, Director of Programs (ckirbabas@sah.org, 773-771-3300), or any other SAH Staff.

*Presented to SAH Board April 2018
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