

## **Transducer Research Foundation Code of Conduct**

The Transducer Research Foundation (TRF) is committed to providing safe and welcoming environments for all who participate in its conferences, workshops, and other events (“Conferences”). The Transducer Research Foundation (TRF) prohibits and will not tolerate any form of harassment, bullying, or discrimination. Our goal is to host Conferences that are as inclusive as possible for our attendees, regardless of gender, sexual orientation/identity, race/ethnicity, religion, employment status, or status in the field. Accordingly, we believe that it is important for TRF to support the free expression and exchange of ideas in environments that are positive and productive for all.

### **Purpose**

The Transducer Research Foundation (TRF) has established this Conference Code of Conduct (the “Code”) to serve as a guideline for the professional conduct of anyone attending or participating in a TRF-sponsored Conference and to inform attendees of the consequences for unacceptable behavior. This Conference Code of Conduct supplements and supports other policies of the Transducer Research Foundation (TRF). This Code is intended to supplement, but not replace, those policies. We expect all attendees at TRF Conferences to follow this Code so that all participants can enjoy the Conference responsibly and with respect for the rights of others. Failure to abide by this Code is subject to corrective action and sanctions, including refused admission, ejection, banishment, and other penalties consistent with this Code.

### **Scope and Applicability**

The Code applies to all attendees, media representatives, speakers, exhibitors, sponsors, staff, contractors, volunteers, organizers, and other guests (collectively referred to as “Participants”) at TRF Conferences, social gatherings, and other activities held, sponsored, or affiliated with TRF. Your attendance at any of these events will be deemed to be your agreement to abide by this Conference Code of Conduct.

### **Expected Behavior**

The following behaviors are expected and requested of all TRF Conference Participants:

- Behaving in a courteous and professional manner
- Treating all participants with respect, dignity, and consideration, in the spirit of valuing a diversity of views and opinions
- Being considerate, respectful, and collaborative in your communication and actions
- Discussing differences and critiquing ideas in a non-confrontational manner with due regard for the viewpoints of others
- Refraining from demeaning, discriminatory, or harassing behavior and speech
- Reporting suspected inappropriate behaviors directed at yourself or others
- Respecting the rules, policies, and property of TRF and its facilities and vendors
- Complying with all applicable laws and regulations

### **Prohibited Behavior**

Violations of this Code include but are not limited to the following:

- Harassment - defined for purposes of this Code to include unwelcome or offensive verbal, visual, or physical contact directed at any Participant, including conduct, comments, or images that a person would reasonably find offensive, demeaning, or hostile
- Sexual harassment - defined for purposes of this Code to include unwelcome, unsolicited, and unreciprocated sexual advances, requests for sexual favors, and other verbal or physical conduct or

gesture of a sexual nature that has or that might reasonably be expected or be perceived to offend, humiliate, or intimidate another person, and including conduct with the purpose or effect of unreasonably interfering with an individual's Conference participation or creating an intimidating, hostile, or offensive Conference environment

- Exhibiting behavior that is unruly or disruptive, or that endangers the health or safety of yourself or others
- Discriminatory conduct based on race, sex, sexual orientation, gender expression or identity, transgender status, age, national origin, disability, religion, marital status, veteran status, political affinity, or any other characteristic protected by law
- Deliberate intimidation, threatening, stalking, or following
- Sustained disruption of portions of the Conference
- Invasion of privacy
- Actual or threatened pushing, shoving, or use of any physical force whatsoever against any person
- Possession or use of a weapon or any other item in a way that may cause danger to others
- Destruction, theft, dismantlement, defacement, abuse, or intentional misuse of any TRF or TRF-contracted venues, property, equipment, signage, or supplies
- Failure to comply with directions of TRF staff or venue personnel regarding operations or emergency response procedures
- Retaliation against participant(s) for reporting activity that he/she/they reasonably believed to be in violation of this Code
- Knowingly and falsely reporting violations of this Code in bad faith
- Accessing restricted or ticketed areas without a proper ticket, pass and/or credential; misusing tickets, passes and/or credentials; presenting a false identification; or permitting another person to falsely present the Participant's identification as his or her own.
- Scientific misconduct including fabrication, falsification, or plagiarism of paper submissions or research presentations, including demos, exhibits or posters

This Code is not intended to be all inclusive, and it is likely there will be conduct and/or issues that it does not specifically address. In that event, as in all others, Participants are expected to follow the direction of TRF staff or Conference organizers who will take appropriate action to ensure the safety, security, and well-being of Participants.

### **Guidance about Conference Conduct – Ombuds Services**

If you believe you are being subjected to inappropriate conduct, believe someone else is being subjected to inappropriate conduct, or have any other concerns, and would like to have a confidential discussion with a knowledgeable person, you may contact TRF's Conference Ombuds. TRF has created the position of Conference Ombuds for people who seek information, guidance, or a safe place to discuss their concerns about conduct at a Conference hosted by TRF.

### **Reporting Unacceptable Behavior**

To report a violation of this Code, please contact the designated TRF Conference Ombuds or [info@transducer-research-foundation.org](mailto:info@transducer-research-foundation.org). If you or someone else is in immediate danger, or if you see something suspicious or would like to report a security issue or emergency, please contact venue security or local law enforcement.

Reported violations of this Code are taken seriously and will be thoroughly investigated by TRF with discretion. Persons involved in the investigation are required to maintain the confidentiality of materials submitted to or received by you in connection with any reported violation. Although TRF will make reasonable efforts to maintain the confidentiality of its investigation and any relevant materials, it cannot assure confidentiality as it may disclose case-related materials or information in response to legal process,

when already publicly known, or when leadership otherwise determines disclosure is in the best interests of TRF, or in the interests of personal or public safety. If you believe you are being subjected to inappropriate conduct, believe someone else is being subjected to inappropriate conduct, or have any other concerns, please do not hesitate to contact TRF.

While reporting should be done as soon as possible, the fact that there has been a delay will not be used as a reason not to take action or report an incident, whether involved or witnessed.

Because violations of the Code of Conduct affect the organization and all of its community members, a situation review may be conducted without consent or participation of the reporting or accusing party.

If a Participant has any concerns related to their participation/interaction at the Conference or Conference sanctioned events, or observe someone else's difficulties, or have any other concerns they wish to share, they are encouraged to reach out to TRF leadership or Conference organizers on site at an event, or use the TRF e-mail at [info@transducer-research-foundation.org](mailto:info@transducer-research-foundation.org). Complaints and violations will be researched and investigated as appropriate. Reports made during the Conference will be responded to within 24 hours; those at other times in less than two weeks. TRF is prepared and eager to help Participants contact relevant help services, to escort them to a safe location, or to otherwise assist those experiencing harassment of any sort to feel safe for the duration of the Conference. We gratefully accept feedback from the TRF community on policy and actions.

Participants may also choose to file a report through the U.S. Department of Justice (DOJ) Civil Rights Division: <https://civilrights.justice.gov/report/> Filing a complaint with TRF and TRF-sponsored Conference leadership is not required before filing a complaint with U.S. DOJ. Additionally, seeking assistance from the Conference organizers in no way prohibits filing complaints with U.S. DOJ.