



Illinois College of Emergency Physicians (ICEP) Code of Conduct

Purpose

The Illinois College of Emergency Physicians (“ICEP”) aims to be inclusive to the largest number of contributors, with the most varied and diverse backgrounds possible. As such, we are committed to providing a friendly, safe, and welcoming environment and experience for all, regardless of gender, sexual orientation, ability, race, ethnicity, national origin, socioeconomic status, and religion.

“Participant” in this policy refers to anyone present or participating in an ICEP meeting or event including: ICEP staff, Board of Directors, volunteers, contractors, speakers, vendors, exhibitors, venue staff, members, and all attendees.

As the Staff, Volunteers, and Members of ICEP, we all agree:

- To act in the best interests of, and fulfill our obligations to, ICEP and its members;
- To act honestly, fairly, ethically, and with integrity;
- To conduct ourselves in a professional, courteous, and respectful manner;
- To comply with all applicable laws, rules, and regulations;
- To act in good faith, responsibly, with due care, competence, and diligence;
- To act in a manner to enhance and maintain the reputation of ICEP;
- To disclose potential conflicts of interest that we may have regarding any matters that may come before us in official ICEP business, and abstain from discussion and voting on any matter when appropriate;
- To make available to and share with the ICEP volunteers any information that may be appropriate to ensure proper conduct and sound operation of the ICEP’s governance and management;
- To respect the confidentiality of information relating to the affairs of the organization acquired in the course of service, except when authorized or legally required to disclose such information;
- To not use information acquired in the course of service for personal advantage;
- To not violate any federal, state, or local laws governing the organization and to understand and adhere with all governing documents applicable to the organization.

Participants of ICEP Meetings, Courses, Programs and Related Activities (In-person or virtual)

Expected Behavior

We expect all Participants at ICEP meetings, courses, programs, and related activities to abide by this ICEP Code of Conduct. All Participants should:

- Exercise consideration and respect in your speech and actions;
- Not engage in any demeaning, discriminatory, or harassing behavior or speech;
- Be mindful of your surroundings and of your fellow Participants.

Unacceptable Behavior

Unacceptable behaviors include:

- Intimidating, harassing, abusive, discriminatory, or demeaning speech or actions by any Participant;
- Harmful or prejudicial verbal or written comments or visual images related to gender, sexual orientation, race, religion, disability, age, appearance, pregnancy, or other personal characteristics;
- Inappropriate use of nudity and/or sexually explicit images;
- Deliberate intimidation, stalking, or following;
- Sustained disruption of talks or other events;
- Any unwelcomed physical contact.
- Retaliation, of any kind, against any Participant that reports Unacceptable Behavior.

Retaliation

Reporting alleged Code of Conduct violation in good faith and participating in an investigation in good faith will not reflect adversely upon your participation at any ICEP event or meeting.

It is against ICEP's policy, and it is unlawful to retaliate in any way against anyone who has lodged a complaint of a Code of Conduct violation, has expressed a concern about any violation of the Code of Conduct, or has cooperated in an investigation. Therefore, the initiation of a complaint, in good faith, will not under any circumstances be grounds for disciplinary action.

If you believe that you have been retaliated against, please contact the Executive Director or ICEP Board President immediately. ICEP will investigate your complaint and take appropriate remedial action. This policy is not intended to prohibit employees from reporting to the government possible violations of applicable federal, state, or local laws or regulations, or making other disclosures to the government protected under the whistleblower provisions of applicable federal, state, or local laws or regulations.

ICEP will not retaliate against any Participant for opposing or reporting in good faith unlawful harassment or discrimination or for otherwise participating in processes connected with an investigation, proceeding, or hearing conducted by ICEP or a government agency with respect to such complaints. ICEP will take disciplinary action for anyone who engages in retaliation, up to and including the termination of membership or employment, removal from ICEP meeting or event (without refund), or removal from board or committee.

Consequences of Unacceptable Behavior

Unacceptable behavior from any Participant at an ICEP meeting, course, program, or related activity may lead to disciplinary actions including, but not limited to, termination of membership or employment, removal from ICEP meeting or event (without refund), or removal from board or committee.



If a Participant engages in unacceptable behavior, ICEP will may take action they deem appropriate, including removal from ICEP meetings, courses, or related activities (without refund) where the unacceptable behavior occurred.

How to Report Unacceptable Behavior

If any Participant experienced or witnessed anything that they believe violates this Code of Conduct, such Participant should first advise the offender that conduct is unwelcome or offensive and should stop.

Whether a Participant is comfortable discussing the situation with the offender or not, you should notify the Executive Director or ICEP Board President, either in person or by filling out an online complaint form at: <https://survey.alchemer.com/s3/7253058/ICEP-Code-of-Conduct-Report-Form>.

Online complaints can be submitted anonymously. It will be optional for you may be asked to provide your contact information to allow ICEP to engagedengage in an appropriate investigation regarding your complaint form.

Acting on a Report of Unacceptable Behavior

ICEP will will investigate all complaints promptly in accordance with applicable law. The investigation may be conducted by ICEP Staff, the ICEP Executive Committeethe Board or Directors, or Board of Directors a third party, or others as appropriate. Regardless of who conducts the investigation, ICEP will may take corrective action against anyone that violates this Code of Conduct.

ICEP Volunteer, Staff and External Parties Acknowledgement to Code of Conduct

I acknowledge this Code of Conduct and my commitment as a Participant of ICEP. I understand my role is to support our organization's mission and purpose, membership, attendees and business partners while maintaining the integrity of the organization and agree to abide by the bylaws and policies and procedures of ICEP.