

## **Conference Delegate: Code of Conduct Rules & Regulations**

MFOA is dedicated to preserving a secure space and providing a positive conference experience for all participants. It is expected that all attendees, speakers, exhibitors and staff to display respect and courtesy to one another at all conference-related events.

As we move many of our interactions online, it's important to remember that the code of conduct applies everywhere. We expect our community to behave in the same manner it would at our in-person events, and to respect the code of conduct outlined below. Any online harassment, of any kind, will not be tolerated; we will take swift action to remove you from our virtual platforms and events should you act in a way that contravenes the spirit of our code.

### **MFOA Code of Conduct**

1. We communicate in a manner appropriate to a professional audience coming from diverse backgrounds.
2. We are sensitive to the needs of others around us, use good judgement, and treat others with respect.
3. We refrain from intentional harassment of others.
4. We comply immediately with direct requests to stop a behaviour that is considered harassment, or deemed unwelcome.
5. When we observe an instance of harassment, we contact a member of the conference organizing team immediately.

***MFOA has the right to remove any individual who is not in compliance with the Code of Conduct. If you are asked to leave the conference, it is expected that you will do so immediately and quietly.***

### **Additional Rules of the Virtual Conference**

1. I understand and agree that my conference login is intended for **one individual only** and will not be shared with others. Additional registrations are available for purchase. If multiple individuals are seen using the same login, MFOA staff reserves the right to remove these individuals from the platform.
2. Attendees are not permitted to record, live stream, videotape or broadcast the audio or video of any conference sessions.

### **Procedure for Reporting Violations of the Code of Conduct**

Please contact either of the following individuals:

**Krista Klesch**  
Manager, Learning & Development  
416-686-8121 [krista@mfoa.on.ca](mailto:krista@mfoa.on.ca)

**Eunice Leung**  
Program Manager, e-Learning/Learning  
& Development  
416-930-8768 [eunice@mfoa.on.ca](mailto:eunice@mfoa.on.ca)

When reporting an event, please try to provide as much information as possible. Information may include:

- Identifying information (name/municipality/organization) of the participant
- The behaviour that is in violation
- The approximate time of the behaviour
- The circumstances surrounding the incident
- Other people involved in the incident