

## **Rules & Regulations and Conference Code of Conduct**

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 are hosting a hybrid event, it's important to remember that the code of conduct applies everywhere. We expect our community to behave in the same manner whether it be at our in-person events or virtually, and to respect the code of conduct outlined below. Any harassment, of any kind, will not be tolerated; we will take swift action to remove you from our events should you act in a way that contravenes the spirit of our code.

### **Conference 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 Conference**

1. I understand and agree that my delegate pass is intended for **me only** and will not be shared with others. Additional registrations are available for purchase. MFOA conference staff will have the right to remove any individual in violation of this rule.
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 Conference Code of Conduct**

Please contact:

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