

# Code of Conduct for Conferences & Meetings



Original Approval: 10/1/14

Last Updated: 7/25/2020

The PBSA acknowledges the rights and privileges of members, visitors, faculty, speakers, exhibitors, student activity table sponsors, program and event sponsors, and all those who attend PBSA meetings and conferences to be treated with respect and courtesy. To ensure an environment conducive to professional growth and development, the PBSA Board of Directors approves the following Code of Conduct:

## **Exhibitor Code of Conduct:**

1. All exhibitors at PBSA meetings or conferences must follow the policies as stated in the application for exhibit space, including upholding the PBSA standards of professionalism. PBSA reserves the right to disapprove any application for exhibit space on reasonable grounds.
2. All exhibit booths must have a professional appearance and may display or sell items considered to reflect a professional image for the background screening industry. Items deemed to demean or discredit the profession shall be removed at the request of the PBSA Board of Directors. Review and approval by the Board in advance may be requested by any exhibitor. No exhibitor shall be permitted to violate the intellectual property, including trademarks and copyrights, of PBSA members, exhibitors, or third-parties.
3. When collecting personal data or contact information from attendees, exhibitors are required to disclose whether and how the information will be used and shared with others.

## **Speaker Code of Conduct:**

1. Speakers are expected to present topics appropriate for the sole purpose of education of the PBSA members. Discussion of pricing, proprietary or competitive information or other matters which could be construed as being in violation of the PBSA Antitrust Policy are strictly prohibited.
2. Speakers are expected to dress in business attire when making presentations and in all formal settings. Speakers are encouraged to ask the PBSA staff for guidelines for what constitutes "business attire."
3. Speakers shall not solicit business, present product information, distribute products, promote their own business, or use the PBSA education sessions in any manner whatsoever to inform or educate attendees about products and services. An exhibit booth may be rented for this purpose.
4. Speakers will adhere to all published deadlines for submitting to the PBSA staff the requested speaker profile and presentation information, including but not limited to: speaker biography, program objectives and outline of content, audiovisual needs request, hotel arrival and departure dates.
5. Speakers will present within the time limits determined by PBSA and allow for time at the end of the session for questions and answers when appropriate. Speakers must obtain written permission to include in

their presentations (including slides) any materials created by third parties or any materials that use copyrights belonging to third parties.

6. Handouts are the responsibility of the speaker unless otherwise arranged with PBSA. Written permission must be obtained by the speaker to distribute any materials created by third parties or any materials that use copyrights belonging to third parties.

7. Speakers must request permission to photograph, videotape, film, or record their own presentation no less than 10 days prior to the scheduled program. The official show photographer (where applicable), PBSA staff, and designated contractors are exempt from this rule. Speakers must also request permission to use or distribute any such recording for purposes other than promoting the PBSA, whether or not those purposes include financial compensation, except in accordance with fair use principals.

8. PBSA may, at its discretion, accept or reject any request to sponsor or present a program.

9. Topics for presentation are determined by PBSA staff and appropriate committees. PBSA staff and appropriate committees fully reserve the right to approve all final program topics and content.

10. Topics and speakers shall not be substituted without written permission in advance of PBSA.

**Attendee\* Code of Conduct:**

1. All attendees of PBSA meetings and conferences shall conduct themselves in a professional and courteous manner showing respect to others at all times.

2. All attendees shall keep their badge in full view at all times while attending the meeting.

3. All attendees shall conduct themselves in accordance with the PBSA Code of Professional Conduct and the PBSA Antitrust Policy. Attendees may not advertise, promote or otherwise conduct activities on behalf of other organizations at PBSA meetings or conferences without the express written approval of PBSA.

4. Attendees shall agree not to use any materials received or obtained at any PBSA meeting or conference for any purpose other than member education without permission of the speaker(s), any copyright holders, and PBSA, except for limited uses of brief excerpts for purposes of promoting the PBSA, its members, and the meeting or conference.

5. Attendees agree not to record or copy part or all of any of the conference, including any presentations, without express written permission from PBSA, except for limited uses of brief recordings for purposes of promoting the PBSA, its members, and the meeting or conference.

6. Attendees shall not display corporate materials/information except as allowed by the Exhibit and Sponsorship Policy.

7. Professional business attire or business casual attire is acceptable style of dress for professional meetings and conferences.

8. PBSA reserves the right to refuse admission to the meetings or conferences if needed in order to ensure a safe, positive and collaborative experience for all attendees, sponsors and exhibitors.

\*Attendee shall include anyone in attendance at the meeting or conference, including member and non-member attendees, speakers, exhibitors, guests, and PBSA staff.

**Procedures for Handling Allegations of Unethical Conduct at PBSA Meetings/Conferences:**

1. All allegations of violations of this Code of Conduct shall be immediately reported in writing and delivered to a member of the PBSA Board of Directors or PBSA Executive Staff member.
2. Three representatives of the PBSA Board of Directors will meet in person or via phone with all involved in the conduct in question.
3. The Board representatives will determine the outcome of the conduct. Penalties may include removal of item(s) in question, expulsion from the meeting or conference, and/or expulsion from the PBSA in accordance with the bylaws. The action of the Board representatives may be appealed to the full Board of Directors within 24 hours. Following appeal, the decision of the Board of Directors shall be final.

Please direct your questions and concerns to a member of the PBSA Board of Directors or to a PBSA Executive Staff member.