



ALA Meeting Code of Conduct

ALA is committed to providing a safe, productive and welcoming environment for all meeting participants and ALA staff. All participants, including but not limited to, attendees, speakers, volunteers, exhibitors, vendors, sponsors, guests, ALA staff members and service providers (collectively, “participants”), are expected to abide by this Meeting Code of Conduct (“Code”), ALA’s Code of Ethics and other applicable ALA policies, whether participating in-person or virtually. This Code applies to all ALA webinars, educational sessions, conferences, meetings and meeting-related events, including those sponsored by organizations other than ALA but held in conjunction with ALA events, whether on public or private platforms (collectively, “meetings”).

ALA has zero-tolerance for any form of discrimination, harassment (including but not limited to sexual harassment), or other disruptive or unacceptable behavior by participants at or during ALA meetings.

Unacceptable behavior includes without limitation:

- Sexual harassment, which is defined as any unwelcome sexual advance or request for sexual favors or any unwelcome conduct of a sexual nature including (without limitation):
 - verbal and written abuse
 - comments related to gender, gender identity, sexual orientation, disability, physical appearance, race, religion, national origin
 - pressure for sexual activity with sexual or demeaning implications
 - repeated remarks with sexual or demeaning implications
 - unwelcome and deliberate touching
 - uninvited and unwelcome “jokes” or “teasing” of a sexual nature
 - use or display of nudity and/or sexual images in public spaces or in presentations
- Harassment, intimidation or discrimination in any form
- Threatening or stalking any participant
- Disruption of any element of an in-person or virtual meeting
- Other behavior, actions or activities deemed disruptive, unacceptable or contrary to the best interests of ALA as determined by ALA in its sole and absolute discretion

In addition, the following rules apply to all ALA meetings:

- Presentations, postings, comments and messages may not contain promotional materials, special offers, job offers, product announcements or solicitations for services. ALA reserves the right to remove such messages and potentially ban source(s) of such solicitations from its meetings.
- Participants may not copy or take screenshots of Q&A or chat room activity that takes place in the virtual space for any purpose other than personal use/reference.

- All participants must comply with the instructions of ALA staff, venue staff, session moderators and presenters.
- Presenters, speakers, exhibitors and sponsors must also comply with the terms of their individual agreements with ALA as well as ALA's other applicable policies, rules and regulations.

Alcoholic beverages may be served at some ALA meetings. ALA expects participants at its meetings to drink responsibly. ALA and meeting staff have the right to deny service to participants for any reason and may require a participant to leave a meeting.

ALA reserves the right to take any action it deems necessary and appropriate, including immediate removal of an individual from a meeting without warning or refund, in response to any incident of unacceptable behavior or other violation of this Code or ALA's other applicable policies. ALA reserves the right to prohibit attendance and/or participation at any future virtual or in-person meeting. All decisions regarding the application or interpretation of this Code will be made by ALA in its sole and absolute discretion.

Personal Safety and Security

ALA works diligently to provide a secure environment at its meetings by working with venue staff to make sure participants are safe. ALA asks that all participants report any questionable or concerning activity to ALA or venue staff so that they can take immediate action. No concern is too small; if you see something, say something. In addition:

- Be aware of your surroundings at all times.
- Use the buddy system when walking to and from the meeting venue or meeting-related locations during early or late hours.
- Do not wear your meeting badge on the street. Take it off as soon as you leave the building/venue.
- Do not carry a lot of cash or credit cards. Do not leave personal property unattended anywhere at any time.

Reporting, Investigation and Follow-up

If you are a victim of sexual assault or other crime (or believe you are a witness to a crime), you are urged to call 911 and/or contact venue security immediately.

If you experience or witness harassment or any incidents of unacceptable behavior that violate this Code or ALA's other policies, ALA asks that you immediately inform ALA's Executive Director, ExecutiveDirector@alanet.org. In order to permit appropriate investigation, reports may not be submitted anonymously. While ALA will attempt to maintain the confidentiality of the person making the report, when possible, confidentiality cannot be guaranteed.

Allegations regarding violations of this Code will be investigated to the extent possible. ALA encourages prompt reporting of violations so appropriate and prompt action can be taken to address the concern. Complaints may also be submitted after the conclusion of the meeting, and ALA may initiate a review of actions or behaviors in accordance with its policies and procedures. Misconduct constituting harassment, discrimination or retaliation will be dealt with

appropriately in accordance with ALA's policies and procedures. Responsive action may include, but is not limited to, expulsion from the meeting and/or suspension or expulsion from ALA.

Following the conclusion of the meeting, complaints and reports submitted regarding violations of this Code will be promptly reviewed by ALA's Executive Director and ALA's Inquiry Committee with the assistance of legal counsel, if warranted, and disciplinary proceedings may be initiated in accordance with ALA's procedures. ([See Governance Practice Statements and Policies of the Association of Legal Administrators for details.](#))

ALA Code of Ethics

As the professional association for the practice of legal management, this ALA Code of Ethics (the "Code") is intended to serve as a guide to the everyday professional conduct of legal management professionals.

The Code sets forth provisions reflective of the high ethical and professional standards inherent in the practice of law and related legal service organizations. This Code incorporates the principles that underlie the professional responsibilities and conduct of ALA's membership and sets a standard for all who engage in the profession of legal management. These member standards also extend to individuals carrying out the mission and activities of ALA as volunteers, employees, business partners, speakers and vendors.

A code of ethics sets forth values, ethical principles and ethical standards to which professionals aspire and by which their actions can be judged. A code of ethics cannot guarantee ethical behavior. A legal management professional's ethical behavior should result from their personal commitment to engage in ethical practice. This ALA Code of Ethics reflects the commitment of all legal management professionals to uphold the profession's values and to act ethically.

Responsibilities to the Legal Management Profession:

ALA members should strive to exhibit conduct that upholds the integrity and dignity of the profession, actively contribute to its growth and credibility, and consistently advance their knowledge as individual practitioners. Specifically, ALA members should:

1. Support the mission of ALA and uphold the Code.
2. Conduct themselves in a manner that is compatible with the applicable ABA Model Rules of Professional Conduct.
3. Maintain professional competence through the pursuit of continuing education in all facets of legal management, including an awareness of developing trends and practices in the legal industry.
4. Demonstrate honesty, fairness, truthfulness, respect, courtesy and collaboration in all professional interaction within the legal management community.
5. Engage in promoting the awareness and practice of professional legal management in the broader legal community.

6. Actively pursue diversity, equity, inclusion and accessibility in the legal management community and in all legal service organizations.

Responsibilities to Legal Service Organizations:

ALA members should act as faithful agents serving the interests of their employers, clients and employees by demonstrating competence, diligence, respect and a commitment to implementing best practices in legal management. Specifically, ALA members should:

1. Implement sound business practices and promote an environment of continuous process improvement and effective use of technology.
2. Facilitate practices and policies that foster high standards of client service.
3. Establish an environment that supports the development and engagement of all employees and provides an appropriate grievance process.
4. Engage in effective business communication that demonstrates respect for others and an openness to their perspectives and ideas.
5. Practice objectivity, truthfulness and good judgment in the exercise of managerial responsibilities.
6. Report financial information promptly, completely and accurately, and in a manner that facilitates informed decision-making.
7. Understand, evaluate and effectively manage the business risks of the organization.
8. Promote equal opportunity employment practices and an environment that precludes discrimination, intimidation or harassment, including any based on status or category protected by federal, state or local laws.
9. Foster a culture that advocates and provides accountability for professional and ethical conduct, including:
 - a. refraining from soliciting or accepting any form of payment or personal benefit that may improperly influence business decisions.
 - b. avoiding actual or apparent conflicts of interest, and promptly advising all appropriate parties of potential conflicts of interest.
 - c. protecting confidential information, allowing use solely for legal practice or management purposes and never to further personal interests or gain.

Responsibilities to Others:

ALA members should engage with others in a manner that promotes and serves the public interest in their personal and professional activities. Specifically, ALA members should:

1. Maintain awareness and respect for the diverse cultural customs and practices of clients, potential clients, business partners and the community at large.

2. Demonstrate good citizenship, including compliance with all laws and regulations governing professional and personal communities.
3. Promote environmentally responsible and sustainable practices.
4. Serve the public interest in personal and professional communities through leadership, outreach, assistance and service that promotes education on the law, access to equal justice and general civic welfare.
5. Communicate and engage with others in a manner that demonstrates respect, tact and sincerity.