

Association of Legal Administrators Meeting Code of Conduct

The Association of Legal Administrators (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, guests, ALA staff members and service providers, are expected to abide by this Meeting Code of Conduct (“Code”) 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 or harassment, including but not limited to sexual harassment by participants or our staff at or during meetings. If you experience harassment or hear of any incidents of Unacceptable Behavior, ALA asks that you immediately inform either April L. Campbell, JD, Executive Director, acampbell@alanet.org or 847-267-1570, or Renee Tibbetts, Director of Human Resources, rtibbetts@alanet.org or 847-267-1365 so that ALA can take the appropriate action.

Unacceptable Behavior includes, without limitation:

- Harassment, intimidation, or discrimination in any form.
- Verbal or written abuse of any attendee, speaker, volunteer, exhibitor, ALA staff member, service provider, or other meeting participant.
- Examples of verbal and written abuse include, but are not limited to, comments related to gender, sexual orientation, disability, physical appearance, body size, race, religion, national origin, inappropriate use of nudity and/or sexual images in public spaces or in presentations, or threatening or stalking any attendee, speaker, volunteer, exhibitor, guest, ALA staff member, service provider, or other meeting 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 the source(s) of such solicitations from its meetings.
- Participants may not copy or take screen shots of Q&A or any chat room activity that takes place in the virtual space.
- All meeting participants must comply with the instructions of ALA staff, session moderators, and presenters.

ALA reserves the right to take any action it deems necessary and appropriate, including immediate removal from a meeting without warning or refund, in response to any incident of Unacceptable Behavior or other violation of this Code, and ALA reserves the right to prohibit attendance at any future virtual or in-person meeting.