

THE TURTLE SURVIVAL ALLIANCE FOUNDATION

CODE OF CONDUCT FOR EVENTS

BACKGROUND

From time to time, The Turtle Survival Alliance Foundation (TSA) organizes events to which employees, members, volunteers, and/or members of the public may be invited. Some events have a wholly educational or a research purpose, while others are primarily fundraising events, and still others have a social purpose. Some events have multiple purposes which may include one or more of the foregoing. Participants may be required to pay fees to attend these events and may have the opportunity to purchase food, beverages or merchandise at these events. In some cases, events may take place on premises owned by TSA (i.e., the Turtle Survival Center) and, in others, may take place in premises rented, licensed or otherwise made available to TSA for the purpose of the event, or owned, rented or licensed by members of its board of directors, officers, employees, independent contractors, or volunteers. In still other cases, events may take place on virtual platforms owned or licensed by TSA.

INTRODUCTION

TSA is committed to providing a safe, productive, and welcoming environment for all attendees and participants at events, both in-person events and on virtual platforms. Individuals attending TSA events have a right to an environment free from discrimination, bullying, inappropriate behavior, and harassment. These behaviors will not be tolerated at any TSA event. Each participant or attendee at an event, as a condition of participation or attendance, will receive, and must agree to abide by, the terms of this Code of Conduct (Code) when registering for, or purchasing admission to, a TSA event. Special rules, and a separate Symposium Code of Conduct, apply to the Annual Symposium on the Conservation and Biology of Tortoises and Freshwater Turtles organized or co-organized by TSA.

Anyone who has violated this Code or the Symposium Code of Conduct in the past or who is violating this Code may be denied access to, or removed immediately from, a TSA event, without repayment of any registration or attendance fee previously paid.

A violation of this Code may also constitute a violation of TSA's Code of Ethics for its employees, officers, Board members, and others working directly with or for TSA.

EXPECTED CONDUCT:

Participants or attendees at TSA events are expected to:

- Treat everyone with respect and consideration. In any event with an educational, outreach, or research purpose, respect diversity of views and

- opinions, and communicate thoughtfully with others.
- Be mindful of your surroundings and sensitive to the experience of fellow participants and attendees.
 - Ask before initiating physical contact with any other attendee or participant.
 - Engage in friendly, consensual interactions among individuals and avoid potentially non-consensual physical contact with others.
 - At events where alcoholic beverages are available, drink responsibly.
 - Alert any director, officer or employee of TSA who is present at the event if you notice a situation at a TSA event that violates this Code or you see someone in distress. If you believe that the conduct is, or could be, criminal in nature, please contact local law enforcement or ask a TSA director, officer or employee present to make that contact.
 - Comply with all applicable laws, including wildlife protection laws.
 - Respect the rules, policies, and property of the venue, whether a private home or public venue, and regardless of who it is owned or rented by.
 - Look out for the safety and comfort of your friends and colleagues.

UNACCEPTABLE CONDUCT

Behavior that is acceptable to one person may not be acceptable to another, so participants and attendees at TSA events must use discretion to ensure that their words and actions communicate respect for others.

Consumption of alcohol or use of other potentially behavior-altering substances is not an excuse for engaging in unacceptable conduct.

Participation in, facilitation of, or promotion of harassment, intimidation, or discriminatory behaviors at an event, in person, or on virtual platforms, or on social media associated with a TSA event or other associated activities will not be tolerated. TSA reserves the right to take any action deemed necessary and appropriate, including the immediate removal or blocking of individuals from virtual or social media platforms and the deletion of comments from the same, if comments or behavior are deemed to be unacceptable.

Unacceptable conduct includes harassment, as described below, as well as, but not limited to:

- Physical, emotional, verbal abuse or threats against any participant or attendee, including any TSA employee, officer, volunteer or Board member, or service provider or guest.
- Disruption of a TSA event or its associated activities.
- Public sharing of sensitive locality data that might create risk to those sites from illegal harvesting.

HARASSMENT

The TSA has zero tolerance for any form of discrimination, harassment, or objectification, including sexual harassment, or any form of bullying.

Sexual harassment is unacceptable conduct of a sexual nature that makes a person feel uncomfortable. Harassment and sexual harassment may also violate applicable US laws. Examples of behavior constituting sexual harassment include, but are not limited to:

- Unwelcome physical contact or inappropriate touching.
- Physical violence, including sexual assault.
- The use of threats or rewards to solicit sexual favors.

Verbal Conduct

- Comments, jokes or insults based on appearance, age, private life, etc.
- Sexual comments, stories, or jokes.
- Unwelcome sexual advances.
- Repeated and unwanted invitations for dates or physical intimacy.
- Condescending or sexist remarks.
- Sending sexually explicit messages or images electronically or by phone.

Non-verbal Conduct

- Display of sexually explicit or suggestive material or images.
- Sexually suggestive gestures.
- Whistling or “cat calling”.

RESPONSIBLE DRINKING

At some TSA events, alcoholic beverages may be purchased, served or otherwise made available. TSA expects individuals to drink responsibly while also upholding the standards described in this Code. TSA and the owner or staff of any event venue have the right to deny service to participants and may require a participant or attendee to leave an event. It is expected that responsible drinking will extend beyond TSA events.

REPORTING UNACCEPTABLE CONDUCT

If you have been the victim of an actual or possible violation of this Code, or have observed an actual or suspected violation in connection with another person, you should report this. **If you see something, say something.** If you do not report a violation or suspected violation of this Code to law enforcement or to a TSA director, officer or employee or on-site security personnel present at the TSA event, you may: (i) report the incident under TSA’s Whistleblower Policy, contained on its website, and/or (ii) report the experience to any member of TSA’s Equity, Diversity, and Inclusion Advisory Committee (the EDI Committee) named in the table below (or any other TSA officer or Board member):

Heather Barrett TSA Board Member Cell: +1-352-231-2772 email: hbarrett@bfreebz.org	Becca Cozad EDI Committee Member, Cell: +1-281-330-5551 email: racoza@gmail.com
Susie Ellis TSA Board Member, Chair of EDI Cell: +1-540-660-4152 email: susieellis53@gmail.com	David Hedrick TSA Social Media Coordinator Cell: +1-423-645-3796 email: dhedrick@turtlesurvival.org
Cristina Jones TSA Board Member Cell: +1-480-254-7065 email: cristina@turtlesurvival.org	Patricia Koval Chair of TSA Board Cell: +1-416- 456-4038 email: pkoval@rogers.com
Craig Stanford Chair of TFTSG Cell: +1-626 497 0699 email: stanford@usc.edu	

If you believe that the violation or potential violation has been committed by someone who is a TSA Board member, officer, or senior employee, please report the violation under TSA’s Whistleblower Policy.

If you report a violation or suspected violation of this Code, you must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Code. Any allegation made with a malicious intent or which is knowingly false will itself be viewed as a Code violation.

Violations of this Code should be reported either at the TSA event at which they occur, or as soon as possible thereafter. If you report the violation verbally, you may later be requested to provide details in writing. Any report should include the pertinent information needed to investigate the violation (including date, time, misconduct observed, name of the person accused, names of others who may have witnessed the misconduct, and any visual or audio evidence of the violation). Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation or to the extent allowed by law. All complaints will be treated seriously.

TSA will employ a “Two Strikes” policy for most Code violations depending on the severity of the offense. Individuals will receive a warning as described below for a first violation. Following the second violation, more severe consequences may be levied. **An exception to this Two Strikes policy will be made when an egregious violation occurs (including, but not limited to, one that requires intervention by venue security or law enforcement).** In such instances the TSA may proceed directly to Removal, Rescission, or Barring Participation.

Two Strike Policy:

Strike 1: Warning

- Anyone requested to stop unacceptable behavior is expected to comply immediately; this strike will be considered a first “strike” warning.
- A person who has engaged in unacceptable behavior may be warned of an alleged or actual Code violation at any time during the TSA event, or afterwards based on the timing of reporting and opportunity for an appropriate investigation.

Strike 2: Removal, Rescission, or Barring Participation

Upon egregious violation, or following a second incident of unacceptable behavior which constitutes a violation (i.e. the second “strike”), authorized officers or employees of TSA or venue security may take any action which is, in their discretion, deemed necessary and appropriate, including immediate removal of the violator from the event without warning or refund of any amounts paid to attend the event or associated activities. TSA reserves the right to:

- Prohibit attendance by the violator at any future TSA event or TSA co-organized event, as well as at, or in, any TSA working group or other TSA-related activity.
- Deny consideration of the violator for any award, endorsement, leadership role, or project assignment associated with TSA.

PERSONAL SAFETY

As an attendee or participant at a TSA event, you should:

- Be aware of your surroundings at all times.
- Do not leave personal property unattended anywhere, any time.