

In light of Master Brewers focus on Safety, we want to ensure that all meetings hosted by Master Brewers and our Districts are characterized by an environment of safety too. To that end, we are requiring that all meetings of the Master Brewers highlight a message of harassment-free activities.

The following paragraphs have been utilized for meetings held at the National level for the last year. We offer this same language to the District Officers to be used in conjunction with your meetings too.

## **EXPECTED BEHAVIOR**

We are dedicated to providing a harassment-free conference experience for everyone, regardless of gender, sexual orientation, disability, physical appearance, body size, race, or religion. We do not tolerate harassment of participants in any form. We ask all attendees, exhibitors, speakers, sponsors, volunteers, guests and other participants be considerate and respectful to all attendees and refrain from demeaning, discriminatory, or harassing behavior and speech. Please note, if you register a guest for the meeting, you may be held responsible for the actions of the guest. Violations of this policy should be reported to meeting staff.

Master Brewers reserves the right to remove any individual from attendance or other participation in any Master Brewers sponsored event without prior warning or refund, and to take additional action as determined necessary, up to and including expulsion from participation in Master Brewers. Any course of action recommended by Master Brewers is final.

## **Guidelines for Implementation**

### **Prior to the Meeting**

The Expected Behavior language should be provided to all attendees in writing prior to their attendance. There are two easy ways to do this:

- a. Include it as part of the description of your event on your webpages promoting the meeting
- b. Include it in your confirmation email or letter once someone has registered.

Note: If Scientific Societies manages your District Meeting registration, the Expected Behavior language will be automatically included on the registration website.

### **At the Meeting**

The Expected Behavior language should also be presented to attendees at the meeting, at least once in writing, and at least once verbally. Options for the written distribution could include:

- a. Include it at the bottom of a printed program that attendees receive
- b. Print it on the back of your badges
- c. Create a sign to place at registration or just outside the meeting room

The verbal presentation could be made:

- a. By the meeting host as part of safety and housekeeping details at the opening session
- b. As a session concludes prior to a social event

## Investigation of [Code of Professional Conduct](#) or Expected Behavior Policy Violations

Master Brewers is committed to providing a fair investigation of claims arising out of alleged violations of the Code of Conduct or Expected Behavior policy. In order to assure a fair review of such claims, the Master Brewers Districts will follow the following process:

1. When a claim of violation is submitted to the Master Brewers District leadership or SciSoc staff, the staff will gather basic information from the claimant as to the nature of the violations, the circumstances surrounding the incident(s) and the names of any participants or witnesses. This process will be as confidential as possible, giving careful consideration to protecting the rights and dignity of all people involved to the extent that circumstances will permit.
2. The staff will present this basic information to a Panel of the District officers including the current Master Brewers President and Vice President and a Scientific Societies staff representative.
3. The Panel will conduct separate phone interviews with the claimant, the alleged violator and relevant witnesses as needed.
4. Upon conclusion of the interviews, the Panel will recommend a course of action to the District Officers for approval. The course of action may be one or more of the following:
  - a. No action.
  - b. Written warning to the alleged violator that any future violation will result in suspension or revocation.
  - c. Loss of current volunteer positions; or consideration for future volunteer positions.
  - d. Suspension of membership for period of time determined by the Panel, with no refund of dues for any remaining term of the current membership
  - e. Permanent revocation of membership with no refund of dues for any remaining term of the current membership.
5. Should the incident occur at a Master Brewers District sponsored event, the District authorizes the meeting host to eject any attendee, vendor, sponsor or guest who is accused of violating the Code of Professional Conduct or Expected Behavior policy, without any refund of fees paid to attend or participate.
6. Following the same procedure as above, the District will also reserve the right to bar a violator from attending or participating in future events.
7. The decision by the District Officers to apply a particular course of action will be final.