

“Absolute Integrity...In All Things.” -- Dr. Arnold O. Beckman

Arnold and Mabel Beckman Foundation Code of Conduct

The Arnold and Mabel Beckman Foundation is committed to providing a safe, productive, and welcoming environment for all participants, guests, and Foundation staff at our offices and sponsored events. All participants, including, but not limited to, attendees, speakers, volunteers, exhibitors, Foundation staff, service providers, and others are expected to abide by this Code of Conduct. As a participant at the Foundation’s event, you will be spending time with other Foundation awardees, colleagues in your field, distinguished scientists from across the United States, and other guests of the Foundation. The guidelines below are intended to ensure that all participants have a pleasant and productive event, free from disruptions.

Expected Behavior

- Professional demeanor
 - Treat all participants, attendees, Foundation staff, and vendors with respect and consideration, valuing a diversity of views and opinions.
 - Act according to the highest ethical standards of your institution, profession and conscience.
 - Communicate openly with respect for others, critiquing ideas rather than individuals. This is especially important for those in positions of authority since individuals with lower rank or status may be reluctant to express their objections or discomfort regarding unwelcome behavior.
 - Be considerate, respectful and collaborative.
 - Avoid personal attacks directed toward other attendees, participants, Foundation staff, and suppliers/vendors.
- Participate in all sessions and events
 - The Foundation has paid for your travel, lodging, and meals – it is expected that you attend and actively participate in all conference and meeting events.
- Dress code
 - During the meeting: Business casual, for example, khakis, slacks, collared shirts, dresses, light sweater/jackets (optional), professional footwear.
 - Free time: Casual, for example, conservative shorts and sundresses, sandals and t-shirts; consider your surroundings, and your group.
- Social media
 - Keep your interactions conversational and informal, yet professional and tasteful.
 - Be conscious when mixing your business and personal lives; when in doubt, do not post!
- Cellphones
 - Silence your phone during meetings and lectures.
 - Only if necessary, take calls outside of meeting and lecture halls.
- Alcohol consumption
 - Only if you are over 21 years old.
 - If you’ll be having an adult beverage, moderate your consumption...so we don’t have to!
- Meeting venue
 - Respect the rules and policies of the meeting venue, hotel, Foundation contracted facility, or any other venue.
- Dangerous Situations
 - Alert Foundation staff immediately if you notice a dangerous situation or someone in distress.
 - Dial 911 - if appropriate.

Unacceptable Behavior

- Harassment, intimidation, or discrimination in any form will not be tolerated.
 - Harassment includes, but is not limited to epithets, unwelcome slurs, jokes, or verbal, graphic or physical conduct.
 - Sexual harassment refers to unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Behavior and language that are welcome/acceptable to one person may be unwelcome/offensive to another.
 - The following are examples of behavior that, when unwelcome, may constitute sexual harassment: sexual flirtations, advances, or propositions; verbal comments or physical actions of a sexual nature; sexually degrading words used to describe an individual; a display of sexually suggestive objects or pictures; sexually explicit jokes; unnecessary touching.
 - Sexual harassment does not refer to occasional compliments of a socially acceptable nature or consensual personal and social relationships.
 - Examples of unacceptable discriminatory behavior include, but are not limited to, verbal 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, Foundation staff member, service provider, or other meeting guest.
- Physical or verbal abuse of any attendee, speaker, volunteer, exhibitor, Foundation staff member, service provider, or other meeting guest will not be tolerated.
- Disruption of talks at lecture or poster sessions, in the exhibit hall, or at other events organized by the Foundation at the meeting venue, hotels, or other Foundation-contracted facilities will not be tolerated.

Reporting Unacceptable Behavior

- If you are the subject of unacceptable behavior or have witnessed any such behavior, please immediately notify the Arnold and Mabel Beckman Foundation Executive Director, Dr. Anne Hultgren (ahultgren@beckman-foundation.org), or a Foundation staff member on site.
- The Foundation will use its best efforts to investigate complaints fairly, discreetly, and completely. We will make every reasonable effort to conduct a rapid inquiry, the results of which will be shared with both the individual reporting the issue and individual(s) who has been accused of violating the Code of Conduct policy.
- Anyone experiencing or witnessing behavior that constitutes an immediate or serious threat to public safety is advised to contact 911 and locate a house phone and ask for security.

Consequences

- Anyone requested to stop unacceptable behavior is expected to comply immediately.
- Foundation staff (or their designee) or security may take any action deemed necessary and appropriate, including immediate removal from the meeting without warning.
- The Arnold and Mabel Beckman Foundation reserves the right to notify appropriate law enforcement and a participant's home institution, if warranted.
- The Arnold and Mabel Beckman Foundation reserves the right to prohibit attendance at any future meeting, or continued attendance at the current meeting, if warranted.
- The Arnold and Mabel Beckman Foundation reserves the right to terminate their relationship with any awardee, to the extent permitted by law and consistent with contractual obligations, if at any time, the Foundation makes a determination, in its sole discretion, that the awardee has engaged in behavior that egregiously contravenes this Code of Conduct.

Acknowledgement and Agreement

By attending an Arnold and Mabel Beckman Foundation sponsored event, you acknowledge receipt of, and agreement to comply with, this Code of Conduct.