

Pediatrics and Pulmonary Network Code of Conduct

The organizers of the Pediatrics and Pulmonary Network: Improving Health Together conference are committed to promoting diversity, equity, and inclusivity and a safe and respectful environment for all participants with the ultimate goal of fostering the free and open exchange of ideas to better serve the overall mission of the conference and developing Pediatrics and Pulmonary Network.



Conference organizers, contributors, and participants (collectively referred to as 'attendees') are expected to conduct themselves in a respectful and professional manner in all situations and venues associated with the conference. They should abide to the following guidelines:

Expected Behavior:

1. Treat all attendees with respect and consideration.
2. Communicate in a thoughtful and open manner. This includes being mindful of your own perspectives or beliefs as well as being respectful of the perspectives and beliefs of others.
3. Promote collaborative exchanges of ideas. Be considerate of the various communication and learning styles of people as well as the differing types of social, power, and relationship dynamics that may be at play between attendees from diverse demographic and socioeconomic backgrounds and/or professional ranks.
4. Be mindful of your surroundings and your fellow attendees. As needed, take appropriate action to address any dangerous situation or to assist anyone who is clearly in distress. Such action may include speaking with the person yourself. If you are not comfortable doing so, you may alert the conference organizers and/or venue staff, or call 911 or other authorities.
5. Report any instances of conduct contrary to the guidelines outlined in the conference Code of Conduct in a timely fashion via a method covered below.
6. If any conference organizer or official directs you to cease a behavior, comply immediately.

Unacceptable Behavior

1. Intentionally talking over or interrupting others.
2. Personal attacks on individuals or groups.

3. Engaging in harassing or hostile conduct such as those that may be perceived as being coercive, intimidating, biased, demeaning, or any other form of hostility/harassment. This most often occurs in relation to gender (biological sex, gender, or expression), sexual orientation, race/ethnicity, religion, nationality or nation of origin, marital status, employment/professional rank, age, physical appearance (bodily/dress or otherwise), disability, socioeconomic status, or other personal/group identities.
4. Taking pictures or recordings of any conference material/presentation without express permission of the individual presenter is not permitted.

Reporting Procedure

Any violation or potential violation of the conference Code of Conduct should be reported in a timely manner using the following reporting [portal](#). Attendees have the option to report in an anonymous manner. Attendees may also directly report the violation to the conference organizers Dr. Stephanie Davis (stephanie_davis@med.unc.edu) or Dr. Emily DeBoer (emily.deboer@childrenscolorado.org) or another member of the conference organizing committee.

Anyone with question, concerns, or complaints related to harassment (of any kind) are strongly encouraged to report to the conference organizers and/or the HHS [Office for Civil Rights](#) (OCR). Please refer to the information below (Filing a Civil Rights Complaint).

Assessing Violations

When a possible Code of Conduct violation is raised, the event organizers will take immediate and timely action to diffuse and investigate the potential violation. For violations witnessed by an event organizer or brought to the attention of an event organizer (i.e. acute/ongoing events) and which appear to be immediately diffusible/resolvable, actions will be taken.

These actions may include the following: 1) the organizers may communicate privately with the involved individuals/witnesses to assess the situation; 2) the organizers may attempt to mediate the situation; and/or 3) the organizers may provide direct, clear warnings and instructions to individuals to cease the problematic behavior. If it is clear that the problematic behavior has been acknowledged by the offending individual(s), that the likelihood of repeat conduct violation is unlikely, and that a sense of safety and inclusion has been restored, then no further immediate action will be taken. If immediate resolution is not achieved, the conference organizers will take measures to remove individuals in violation from the immediate situation and/or the conference event entirely based upon their discretion. Individuals asked to leave the

conference will not be compensated for any costs associated with registering for the conference or attendance.

All potential/actual violations of the Code of Conduct will be reported to the conference organizers (Dr. Davis and Dr. DeBoer) and steering committee for further review.

Consequences of Conduct Violations

Consequences may include removal from the conference and may also include disqualification of future participation in activities related to the Pediatrics & Pulmonary Network. In addition, the organizers of the conference may consider notifying the participant's employer. Determination of the appropriate consequences is at the sole discretion of the conference organizers.

Filing a Civil Rights Complaint

The Pediatrics and Pulmonary Network: Improving Health Together conference is sponsored by the National Institutes of Health and is thus subject to all policies of the U.S. Department of Health and Human Services. Anyone who feels that they themselves or someone else has experienced discrimination on the basis of race, color, national origin, disability, sex, age, or religion may file a complaint with the HHS Office of Civil Rights (OCR). Please refer to [this link](#) for additional information.

You do not need to register a complaint with the event organizers prior to filing a complaint with the HHS OCR and registering a complaint with the conference organizers or seeking their assistance in no way precludes attendees from also filing with HHS OCR.

Additional information on how to notify local authorities, your organization's Equal Employment Opportunity or Human Resources Offices, the US HHS OCR, or the National Institutes of Health about concerns of harassment (sexual harassment, discrimination, and other forms of inappropriate conduct at NIH-supported conferences) can be found at the [NIH Find Help webpage](#).