



## CAOC EVENT POLICIES

### Code of Conduct

CAOC is committed to providing a safe, welcoming, and harassment-free experience for all participants at every event, and committed to fostering a professional, respectful, and inclusive environment at all events. This includes the following: CLE seminars and conventions, receptions, committee meetings and gatherings associated with CAOC. Participants include all attendees, sponsors, business representatives, speakers, and volunteers.

All participants are welcome, regardless of race, color, sexual orientation, gender identity, ethnic origin, religious beliefs, disability, physical appearance, body size or dietary practice. All participants are expected to treat each other with respect, not disparage the competition, and to dress professionally at all times.

### Anti-Harassment and Conduct Policy

Harassment in any form will not be tolerated, including aggressive solicitation, inappropriate sexual language or imagery, and any behavior that creates an uncomfortable or hostile atmosphere. CAOC reserves the right, at its sole discretion, to deny entry or remove any individual whose behavior is disruptive or inconsistent with the character and purpose of the event.

Participants asked to stop any harassing behavior are expected to comply immediately. If a participant engages in harassing behavior, the event organizers may take any action they deem appropriate, including warning the offender or expulsion from the event and association. Anyone being harassed, or noticing that someone else is being harassed, or having any other concerns, should please contact a member of event or hotel staff immediately.

Harassment includes, but is not limited to:

- Verbal comments intended to humiliate or belittle
- Display of sexual images in public spaces
- Deliberate intimidation, stalking, or following
- Harassing photography or recording
- Sustained disruption of presentations or other event activities
- Inappropriate physical contact
- Unwelcome attention

Additionally, all CAOC-issued badges remain the property of CAOC and must be returned upon request.

### **No Suitcasing, Unauthorized Solicitation, and/or Aggressive Sales Pitches**

Suitcasing is defined as any activity designed to solicit or sell products or services to delegates attending a meeting, conference or event without the proper authorization by CAOC or in ways that violate the rules of the event.

To maintain the integrity of our events and protect the interests of our valued sponsors and vendors, members—including students, legal staff, and attorneys—may not attend Convention or seminars for the primary purpose of promoting a business unless they are sponsoring or exhibiting at the event. Any member found engaging in unauthorized business promotion will be asked to leave the event immediately. Repeated violations of this policy may result in a board review and potential banning of the business from all future CAOC events. This policy is in place to ensure a professional and respectful environment for all attendees while upholding the value of our sponsors and vendors.

### **Promoting Safe and Smart Drinking Practices**

At CAOC events, including receptions, where both alcoholic and non-alcoholic beverages are served, participants and staff who choose to drink alcoholic beverages are expected to drink responsibly. CAOC and convention, hotel or venue event staff have the right to deny service to attendees for any reason and may require an attendee to leave the event.

### **Personal Responsibility & Liability Waiver**

CAOC's goal is to ensure a safe meeting environment. By attending any CAOC in-person event (the "Event"), you voluntarily assume all risks and accept sole responsibility for any injury related to exposure to COVID-19, and release CAOC from liability for any injury or harm that may result by attending the Event. CAOC's goal is to ensure a safe meeting environment. If required, CAOC will also follow the strictest guidance (such as masking) established by the facility hosting the event, the county department of public health in which the event is located, and/or the State. As such, you also agree to abide by any prevention or safety measures that CAOC, the hotel or facility hosting the event, the county health department in which the event is located, or the State may have in place during the Event. You also agree not to attend the Event if you become ill or exhibit any symptoms of the COVID-19 virus immediately prior to or during the Event.

### **Confidentiality, Sensitive Information and Recording Policy**

All attendees of CAOC events understand that they may have access to confidential, privileged, or proprietary information, including information concerning CAOC's Organizational, Legislative or Political Advocacy. By attending, you agree not to disclose or disseminate such information without the written permission of CAOC, except to persons you know to be plaintiff attorney members of CAOC or plaintiff members of a CAOC-affiliated trial lawyer organization. Additionally, you agree that you will not record,

by audio, visual, or other means, any portion of any meeting or event without CAOC's permission.

### **Additional Compliance and Membership Obligations Policy**

You further understand that if you knowingly and purposely violate these policies, CAOC will review your membership status and may revoke it; and you may be subjected to disciplinary charges, including, but not limited to, charges brought before state bar licensing boards. Upon request, you will provide state bar identification number(s); and, if a Law Student Member, identify the name of your law school or, if a Legal Staff Member, identify the name of your CAOC attorney sponsor.

Furthermore, if you register for a CAOC event, you certify that if you register as a CAOC Regular, Sustaining, or Out of State member, you are licensed to practice law and are actively engaged in the practice of law and that, for the most part, based on caseload and time, represent the plaintiff in civil litigation or represent the defendant in criminal litigation.