

## **ISLA Conference, Meeting & Event Code of Conduct**

The International Securities Lending association “ISLA” is committed to creating and maintaining an engaging and productive conference, meeting, and event environment in which all individuals are treated with respect and dignity, one that is inclusive and free from any form of discrimination.

This Conference, Meeting and Event Code of Conduct (“**Event Code of Conduct**”) guides everyone who participates in or attends ISLA conferences, meetings, or other sponsored events (“**Events**”), including members, non-members, employees, speakers, sponsors, vendors, and other guests (“**Attendees**”).

ISLA wants to ensure that all Attendees understand what behaviour is expected and what behaviour will not be tolerated at an ISLA Event. The facilities covered by this Event Code of Conduct include any venue, hotel, meeting room, or ISLA office location where an ISLA Event takes place, as well as at off-site locations where Event-related social gatherings take place.

### **I. Acceptance of the Event Code of Conduct and terms and conditions**

By your attendance at the Event you agree to adhere to this Code of Conduct as well as the terms and conditions applicable to attendees. Your attention is drawn to the following:

- You consent to the use of data in accordance with our privacy policy.
- You consent to photography and/or videoing of the event and for such images to be used for marketing and other purposes.
- You agree to comply with all directions of ISLA, Event staff or staff of the venue including the wearing of an appropriate name badge or other indicia to denote entitlement to participate at the Event.
- Right of entry and re-entry to an Event is in the absolute discretion of ISLA (regardless of any payment).

- Attendees are expected to maintain confidentiality where the Event or any sessions at the Event are designated as private or subject to “Chatham House Rules”.
- Event materials are subject to copyright and may not be reproduced without express permission.

### **II. Expected Conduct**

Attendees shall:

- Be considerate and respectful to each other.
- Refrain from any Unacceptable Conduct.
- Alert a staff member present from ISLA, if they observe any conduct that violates this Event Code of Conduct.
- Comply with all rules, policies, and procedures of the facilities at which any Event is being hosted.
- Comply with all applicable laws and regulations in the country where the Event is located

### **III. Unacceptable Conduct**

ISLA expressly prohibits harassment and discrimination based on ethnicity, religion, sex, age, pregnancy, gender identity or expression, sexual orientation, disability or perceived disability (physical or mental), or any other legally protected characteristic.

Examples of conduct prohibited by this Event Code of Conduct which shall be determined in ISLA’s absolute discretion include, without limitation:

- Sexist, racist, homophobic or other discriminatory jokes, slurs, insults or comments;
- excessive alcohol use;
- Unwelcome sexual advances, whether verbal or physical;
- Display of sexualized images;
- Stalking, whether in person or online;
- Threatening or intimidating language or physical conduct; and
- Inappropriate photography or recording.

We are committed to maintaining a safe and respectful environment for everyone and complying with our legal obligations. For these reasons we enforce a strict zero tolerance towards any form of harassment or discrimination.

We recognise that all instances of harassment or discrimination are significant and deeply upsetting for those involved. We consider sexual harassment to be especially serious and it will not be tolerated by us at any Events. We expect the same approach and level of commitment from all Attendees.

#### **IV. Reporting Procedure**

If any Attendee believes s/he or another Attendee has been subject to conduct that violates this Event Code of Conduct, or witnesses such conduct, s/he should report the violation to a member of ISLA staff while on-site at the Event or as soon after the Event as possible. Such reports can be made anonymously but Attendees acknowledge that, depending on the nature of the complaint and the Unacceptable Conduct, it may not be possible to investigate the complaint and remedy it while at the same time maintaining confidentiality.

Any member of Event staff who receives such a report or who witnesses inappropriate conduct must notify a member of ISLA management on site at the Event. All reported concerns will be treated in confidence (where possible based on the nature of the report), taken seriously and investigated promptly. All Attendees are expected to cooperate fully and honestly with any investigation and, where necessary, waive their right to anonymity.

#### **V. Consequences**

Attendees asked to stop any Unacceptable Conduct are expected to comply immediately. At ISLA's sole discretion, any violation of this Event Code of Conduct may result in removal from or denial of access to the Event without a refund of any applicable registration fees, and/or disqualification from attendance at future Events.



## **VI. No Retaliation**

ISLA will not tolerate any actual or attempted reprisals or retaliation against individuals who raise in good faith a concern that this Event Code of Conduct has been violated, or who participate in the investigation of such a concern. ISLA takes all allegations of Unacceptable Conduct seriously and is committed to ensuring an Event environment that is free of any such activities.