



## **CCCBA GENERAL PROGRAM AND EVENT POLICIES**

Updated 9/27/2023

CCCBA is committed to providing a safe, productive, and welcoming environment for all meeting participants and CCCBA staff and volunteers. All participants, including, but not limited to, attendees, speakers, volunteers, exhibitors, CCCBA staff, service providers, and others are expected to abide by the CCCBA Program and Event Policies which apply to all CCCBA meeting-related events, including those sponsored by organizations other than CCCBA but held in conjunction with CCCBA events, in public or private facilities and/or public or private platforms.

### **In-Person Meeting Requirements**

CCCBA encourages attendees to be fully vaccinated and boosted for Covid19. Attendees who are not fully vaccinated and not current on their boosters are encouraged to always wear a mask during the event. CCCBA expects anyone who is feeling sick, may have symptoms of Covid19 and/or has tested positive for Covid-19 to NOT attend any in person events. CCCBA will follow all rules or regulations regarding Covid19 from the CDC, State of California, and County of Contra Costa that are in place at the time of the event. CCCBA will also require compliance with all health and safety guidelines, if any, required by the event venue. This may include mask requirements, social distancing, etc. Thank you for your understanding and cooperation.

### **Event Code of Conduct (In-Person or Virtual)**

*The following applies to all CCCBA sponsored/cosponsored events whether held in-person, online or hybrid.* Attendees, speakers, sponsors, volunteers, staff, and service providers (“Participants”) are expected to conduct themselves with integrity, collegiality and care while participating in or conducting business during a CCCBA event. All Participants are required to agree with the following code of conduct. CCCBA will enforce this code throughout the event. Cooperation from all participants to help ensure a safe environment for everybody is required. Expected acceptable conduct includes the following:

- Acting professionally and appropriately during a CCCBA event, whether for educational, business, or social purposes.
- Refraining from any activity or action that could adversely reflect upon CCCBA or that is inconsistent with treating all CCCBA employees, attendees, exhibitors, and sponsors with dignity and respect.

- Respecting the opinions of fellow event attendees, exhibitors, sponsors, and CCCBA employees, leaving personal prejudices out of all discussions.
- Representing your organization in a positive and supportive manner.
- Showing respect and courteous conduct on and off the online platform.

## **CCCBA's Zero-Tolerance Harassment Policy**

All attendees must comply with CCCBA's zero-tolerance policy for harassment at all CCCBA educational, business and/or social functions and events.

CCCBA provides a comfortable and inclusive online experience for every Participant. CCCBA has a zero-tolerance policy for harassment of Participants in any form, including, but not limited to offensive actions or verbal comments related to gender, gender identity, gender expression, age, sexual orientation, disability, physical appearance, body size, race, ethnicity, religion, or technology choices. In addition, deliberate intimidation, stalking, harassing photography or recording, sustained disruption of presentations or meetings, inappropriate physical contact, and unwelcome sexual or racist attention is not tolerated as well. Sexual language and imagery are not appropriate in any aspect of the event. Participants violating these rules are subject to any action CCCBA may deem appropriate, including giving verbal and written warnings, and expelling the offender from the event with no refund. Participants asked to stop any harassing behavior are expected to comply immediately.

We encourage you to report any behavior that makes you or others feel uncomfortable. Harassment, discrimination, and disrespect are not only not tolerated, but we encourage anyone who witnesses any such behavior to report it to a CCCBA staff member.

You will acknowledge your receipt, review, and acceptance via your online registration. Any violation of the CCCBA Online Events Code of Conduct will result in the revocation of your access to the program/event with no refund. We thank you for respecting your fellow participants colleagues, peers, and clients.

## **Photography/Video Consent**

Photographs and/or video will be taken or recorded at this event. By taking part in this event, you consent to having your image recorded or captured by official photographers and videographers for the Contra Costa County Bar Association (CCCBA). You also grant the CCCBA full rights to use the resulting images for publicity or other purposes to help promote the CCCBA, without any compensation to you. This might include (but is not limited to), the right to use images in the CCCBA's printed and online publicity, website, social media, and press releases. If you do not wish to be photographed at this event, please inform the CCCBA event organizer.