



RFMA is committed to providing a safe, productive, and welcoming environment for all meeting participants and RFMA staff. All participants, including, but not limited to, attendees, speakers, volunteers, exhibitors, RFMA staff, service providers, and others are expected to abide by this Meeting Safety & Responsibility Policy. This Policy applies to all RFMA meeting-related events, including those sponsored by organizations other than RFMA but held in conjunction with RFMA events, in public or private facilities.

Responsible Drinking and other legal activities

At most RFMA networking events both alcoholic and non-alcoholic beverages are served. RFMA expects participants at our events to drink responsibly. RFMA and Meeting host event staff have the right to deny service to participants for any reason, and may require a participant to leave the event.

Personal Safety and Security

RFMA works diligently to provide a safe and secure environment at its meetings and events by working with venue staff to make sure meeting participants are safe. We ask that all attendees report any questionable or concerning activity or behavior to RFMA staff so that they can take immediate action. No concern is too small, if you see something, say something.

- Be aware of your surroundings at all times.
- Use the buddy system when walking to and from the event venue, networking event locations during early or late hours.
- Don't wear your meeting badge on the street. Take it off as soon as you leave the building/venue.
- Don't carry a lot of cash or credit cards. Leave in your hotel room safe.
- Don't leave personal property unattended anywhere, anytime.

If it is a life-threatening emergency contact 911, if it is a non-life-threatening emergency and you need immediate assistance, you should ask any RFMA staff member or the on-site security personnel to help you.

Unacceptable Behavior

- Harassment, intimidation, or discrimination in any form.
- Physical or verbal abuse of any attendee, speaker, volunteer, exhibitor, RFMA staff member, service provider, or other meeting guest.
- Examples of unacceptable behavior include, but are not limited to, derogatory 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, RFMA staff member, service provider, or other meeting guest.
- Disruption of presentations at sessions, in the exhibit hall, or at other events organized by RFMA at the meeting venue, hotels, or other RFMA-contracted facilities.

RFMA has zero-tolerance for any form of discrimination or harassment, including but not limited to sexual harassment by participants or our staff at our meetings. If you experience harassment or hear of any incidents of unacceptable behavior, RFMA asks that you inform Teresa Foster, CAE, Executive Director at (972)805-0905 Ext. 1 or teresa@rfmaonline.com so that we can take the appropriate action.

RFMA reserves the right to take any action deemed necessary and appropriate, including immediate removal from the meeting without warning or refund, in response to any incident of unacceptable behavior, and RFMA reserves the right to prohibit attendance at any future RFMA events.