

## UNOS MEETING CODE OF CONDUCT

United Network for Organ Sharing (UNOS) is 100% committed to providing a safe, positive, and welcoming experience for all participants who attend our in-person or virtual meetings and events. The below information applies to all UNOS-sponsored meetings and events. By registering and attending, whether in-person or virtually, all participants are expected to abide by this Meeting Code of Conduct and agree to the below behavior requirements.

- **Exhibit respect and consideration for all meeting attendees.** Refrain from monopolizing the microphone or discussion time. Remember to mute your device when you're not speaking during virtual meetings. Attendees should maintain a respectful attitude when discussing and debating ideas. Show appreciation for different perspectives—focus on critiquing ideas, not individuals.
- **Engage in open and thoughtful communication with others.** Be a good listener and respect the diverse perspectives and opinions that may differ from yours. UNOS encourages a diversity of thoughts in group discussions, panels, etc. All forms of participation, whether by video, audio, or other means, should be welcomed. Facilitators should encourage honest and open discussion but avoid pressuring those who choose not to participate.
- **Be collaborative and refrain from disruptions.** Be mindful not to exert authority over others. Consider the effect of power differentials in relationships, positions, and experiences; ease of communicating by video vs. audio or other means; and other factors to avoid dominance.
- **Virtual chat conversations will be moderated.** UNOS reserves the right to mute or limit the use of chat functions if, in its sole discretion, it determines that the function is being misused or is otherwise not furthering the purpose of the meeting.
- **Use of artificial intelligence to take notes or otherwise record meetings.** The use of an AI tool to record, store, interpret, or otherwise use content from a meeting is subject to all applicable laws, policies, and/or this Code of Conduct. AI tools used in this manner are viewed by UNOS as recording tools, and their use must conform to all other portions of this Code restricting the recording, publication, and transmission of meeting content.
- **It is not a violation of this Code to express an opinion.** However, expression that constitutes harassment, discrimination, threats of personal or financial harm, or other harmful or prejudicial commentary concerning characteristics protected by *law (such as race, religion, gender, disability, or sexual orientation)* will not be tolerated and will be grounds for exclusion from the current and future meetings.
- **Follow the rules and policies of the event venue and/or virtual meeting platform.** Comply with the instructions of the moderator and event staff and refrain from disruptions during presentations, in the exhibit hall, or at other functions throughout the meeting. Meeting attendees are not allowed



to promote special offers, product announcements, or solicit services using the virtual platform/mobile app unless agreed upon as a paid sponsor or exhibitor of the event. We reserve the right to remove such messages and potentially ban the sources of those solicitations.

- **Take measures to respect the personal privacy of individuals.** Consider that a person should not be observed during times or in locations where they can reasonably anticipate privacy, such as restrooms or lactation rooms. This respect for privacy should be maintained in virtual meeting spaces as well.
- **Meeting attendees must respect the intellectual property of information shared during UNOS meetings.** Please do not rebroadcast and retransmit meeting content or share your personal login credentials to UNOS platforms. Refrain from making copies or taking screenshots of Q&A or chat room activity that takes place within the virtual platform/mobile app as applicable.
- **Be mindful of your surroundings and your fellow participants during an in-person meeting.** Call 911 or alert hotel/venue security if someone is in immediate danger or if an immediate and serious safety concern exists.
- **If any leader or facilitator of an activity/session, any official of the platform, or any meeting official directs you to stop a behavior or delete a comment, comply immediately.** Such directions are made to implement this policy or the platform's policies. After participants comply, they may raise any questions or concerns to a meeting contact.
- **Protecting your data is important.** We collect your personal data only when necessary for the purpose of the meeting. This may include your name, email address, and additional contact information. We use your data solely for meeting-related purposes, such as sending invitations, updates, and periodic follow-up communications. We implement robust security measures to protect your personal data from unauthorized access, alteration, disclosure, or destruction. You have the right to access, correct, or delete your personal data at any time. Please contact us if you wish to exercise these rights.

UNOS reserves the right to take any action deemed necessary and appropriate, including immediate removal from the meeting or event, without warning or refund, in response to any incident of unacceptable behavior as well as reserves the right to prohibit attendance at any future UNOS functions, in-person or virtual.



## **CONDUCT CONCERNS and VIOLATIONS**

If while attending an event, you have been involved in or have witnessed an incident that violates the UNOS Code of Conduct, please:

- **Report conduct concerns to a meeting contact so that concerns can be addressed responsibly and in a timely fashion.** If you learn about the identities of any individuals involved in a conduct concern, respect and maintain the confidentiality of the individuals involved. If you are questioned as part of an investigation or review of a conduct concern, answer questions in a forthright and complete manner.
- **For in-person meetings, call 911 or alert hotel/venue security if someone is in immediate danger or if an immediate and serious safety concern exists.**
- **When a behavior-related issue arises under this policy, the UNOS meeting contact(s) will assess whether the situation can be resolved by privately and separately communicating with the individuals directly involved, and certain witnesses.** This is referred to as a “*simple resolution*.” A simple resolution is deemed suitable when a meeting contact issues a warning and explicit conduct guidelines to an individual accused of breaching this policy. At this point, the accused party will comply with the meeting code of conduct moving forward. It should be clear that misunderstandings have been rectified, necessary lessons have been learned, and there is a genuine commitment to prevent a recurrence of the behavior that led to the concern. In the meeting environment, a sense of security and inclusivity should be restored without the need for further action.
- **If a simple resolution proves insufficient, the UNOS Legal and Policy Compliance Team, or its appointed representatives, may decide, based on the findings of the meeting contact, whether a policy breach has occurred.** The individuals directly involved will be notified via email or text. Suitable penalties will be enforced either at the meeting site or as soon as possible after the meeting.
- All violations of the UNOS Meeting Code of Conduct will be reported to the UNOS Legal and Policy Compliance teams for documentation.

**For any questions about UNOS Meeting Code of Conduct policy**, please contact UNOS Meeting Partners at [meetings@unos.org](mailto:meetings@unos.org).