



# CODE OF CONDUCT

**ACES: The Society for Editing** is committed to providing the best environment for learning, teaching, networking, and professional development in all forums, including but not limited to: in-person, virtual, digital, and social media platforms. ACES is committed to providing a safe and welcoming environment for all participants and staff. All participants, including but not limited to members, attendees, speakers, sponsors, affiliates, volunteers, exhibitors, staff, nonmembers, guests, and service providers, are expected to abide by this ACES Code of Conduct. This code applies to all ACES meeting-related events including virtual meetings and those sponsored by organizations other than ACES but held in conjunction with ACES events, in public or private facilities.

ACES events must be free of harassment in any and all forms. Participants are welcomed and included regardless of sex, gender identity, expression, orientation, physical or mental ability, appearance, race, ethnicity, age, religion, or professional status.

## EXPECTED BEHAVIOR

- Treat others with respect, inclusivity, and consideration, recognizing that ACES is an organization that supports



diversity in all expressions e.g., in thought, organization, and individuals.

- Communicate openly with respect for others, avoiding personal attacks. While each person's boundaries of good taste, humor, and personal space will differ, be alert to someone's reaction indicating that you may be making them feel uncomfortable -- as you would want them to do for you.
- If attending an ACES in-person event, wear your event badge at all times. The expectation is that you have your professional identity visible at all times for both safety and accountability.
- Be mindful of your surroundings and others.
- Respect the rules and policies of the meeting forum for both digital and in-person events.

## **UNACCEPTABLE BEHAVIOR**

Harassment, intimidation, or discrimination in any form is not tolerated. Intentional uninvited physical contact is prohibited, and sexual harassment of any kind is unacceptable.

- Physical or verbal abuse of any participant as noted above will not be tolerated.
- Examples of unacceptable behavior include but are not limited to: verbal comments related to gender, gender identity and expression, sexual orientation, disability,



physical appearance, body size, race, religion, and national origin; inappropriate use of nudity and/or sexual images in public spaces or in presentations; threatening or stalking any type of meeting guest, and use of discriminatory language.

- Disruption of sessions, in the exhibit hall or at other events organized by ACES in all meeting forums, hotels, ACES contracted facilities, or other associated venue or sites, is not allowed. While we encourage questioning and debate, active disruption of presentations is unacceptable.

## **CONSEQUENCES OF UNACCEPTABLE BEHAVIOR**

Anyone requested to stop unacceptable behavior by an ACES staff member is expected to comply immediately. ACES will not tolerate such behavior and reserves the right to take any action it deems necessary and appropriate in its sole discretion, including expulsion from the event without warning or refund, exclusion from future events, revocation of membership, and any other appropriate consequences deemed necessary.

## **REPORTING UNACCEPTABLE BEHAVIOR**

If you are the subject of unacceptable behavior or have witnessed any such behavior, please contact ACES Executive



Director in person, if applicable, or via email  
ACESCodeofConduct@copydesk.org.

Please note ACES reserves the right to modify or revise this policy at any time with or without notice.

## **CONDUCT REQUIREMENTS DURING COVID-19**

During these challenging times, ACES is committed to continuing to provide the best possible environment to our ability for all participants and staff. In addition to our Code of Conduct, all participants are expected to adhere to and abide by the ACES COVID-19 policy, subject to change per CDC guidelines. As with our Code of Conduct, refusal to adhere to ACES COVID-19 policy may result in immediate removal from an ACES event and cancellation of the registration, without receiving a refund.

## **COVID-19 POLICY**

ACES number one priority is the health and safety of our event participants. Our goal is to hold a safe event, recognizing it is not possible to remove all risks, in particular concerning COVID-19. ACES will put required measures in place to provide a safe environment for its event attendees. Policies for each meeting will be set according to CDC and public health



recommendations, federal, state, and local regulations applicable at the time of the event, and what ACES deems necessary to manage the risk for its event attendees.

ACES may change, update, or add to these requirements at any time as it deems prudent to best protect the health and safety of attendees and others, and attendees must comply with relevant policies and requirements as communicated by ACES.

Failure to comply with all safety protocols and requirements as listed above or related directions from ACES representatives on-site may result in the loss of the right to attend or participate in ACES events, including forfeiting any registration fees paid.

ACES health and safety policies and procedures will be posted on the ACES website and are subject to change. Thank you for your cooperation and understanding as we navigate this dynamic environment.

Please direct all questions to [info@aceseditors.org](mailto:info@aceseditors.org).