



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.

ACES: The Society For Editing

ACES Education Fund

This section adopted by the ACES Executive Committee on Jan. 12, 2011



The following policy applies to all volunteers, members, contractors and employees of the ACES: The Society for Editing and the ACES Education Fund. Collectively, they will be described hereafter as “affiliates.”

Affiliates are expected to strive for fairness, honesty and accuracy in all their work, avoiding plagiarism and fabrication. They are expected to obey the law, conform to the highest ethical and professional standards and treat one another professionally, openly, fairly and respectfully. They are expected to avoid harassment – any conduct likely to cause offense to a reasonable person.

Any conduct that violates this code, that is likely to bring discredit to ACES or the Education Fund or that interferes with the orderly conduct of either group’s business will be considered a serious offense and may lead to the cancellation of membership or of any other relationship with the society or the fund.

Affiliates may not misrepresent the society, the fund or either group’s positions or policies. They may not engage in political or social activities in such a way as to imply the endorsement of the society or the fund unless the executive committee or the board has specifically taken a position on a public question with a direct impact on editors or editing.



Affiliates may not offer endorsements or testimonials for books, programs, products or other endeavors that imply the approval of ACES or the Education Fund. They may not use either group's logo, newsletter, web site or mailing lists without authorization.

In general, only the presidents of ACES and the Education Fund are authorized to speak publicly on either organization's behalf. Therefore, unless they are authorized to do so, affiliates may not post in the name of the society or the fund on blogs, Facebook, Twitter or other social networking platforms.

Affiliates may not mount large-scale solicitations on behalf of other groups or causes among ACES or Education Fund members.

Affiliates who deal with (or might deal with) prospective donors, vendors or sponsors may not accept personal gifts, favors or special treatment of any kind from such prospects.

Affiliates should be aware that the appearance of a conflict of interest can be as damaging as an actual conflict. Members of the ACES executive committee and the Education Fund board should be sensitive to the fact that the civic and professional activities of spouses or other relatives may create such an appearance.

Affiliates must ensure that the ACES executive committee or the Education Fund board is informed in writing of any personal,



financial, family or professional relationship that could create a conflict of interest or the appearance of conflict. Information contained in such disclosures will be held in confidence unless, in the view of the executive committee or the board, the interests of the society or the fund require wider disclosure.

An affiliate who has a conflict of interest must refrain from any debate about or vote on the matter in question unless the executive committee or Education Fund board has specifically waived this restriction.

The ACES executive committee will be solely responsible for interpreting and applying this code. Those who are unsure about potential conflicts should seek guidance from the executive committee or the Education Fund board.

Each year, members of the ACES executive committee and the Education Fund board must attest in writing that they have read, understand and are in compliance with this code.

Members of the executive committee, the Education Fund board and any subcommittee appointed by either body may not use for personal gain information obtained in that capacity.

Members of the executive committee and the Education Fund board are expected to maintain confidentiality with respect to personnel matters.