1. Background. The American Academy of Neurology (“AAN”) and American Academy of Neurology Institute (“AANI”) (collectively, “Academy”) promote an environment of respect, professionalism, fairness, integrity, empathy and inclusiveness. These values are reflected in the Academy’s Core Values and Code of Professional Conduct. The Academy’s commitment to its values is also reflected in its Anti-Harassment and Workplace Safety and Security policies (attached as an appendix, “Employee Anti-Harassment Policy”), which prohibit sexual and other discriminatory harassment against Academy employees.

This Meetings Anti-Harassment Policy further promotes the Academy’s values by defining the expectations for all participants at any Academy meeting and related social events. The Academy is committed to providing a meeting environment that is free from all forms of discrimination and harassment based on race, color, creed, religion, national origin, sex, sexual orientation, disability, age, marital status, status regarding public assistance, veteran or military service status, or any other legally protected status. When used in this policy, “Participant” means anyone present at any Academy meeting, including all attendees, members, speakers, staff, contractors, vendors, and exhibitors. (In this policy, “including” means “including, but not limited to.”) This policy applies to all meetings hosted by the Academy, including the Annual Meeting, conferences, and any meeting of any Academy entity including the Boards, committees and subcommittees, and all ancillary or unofficial social events held in conjunction with any Academy meeting (collectively, “Meeting”).

2. Expected Behavior. The Academy expects all Meeting Participants to behave responsibly and professionally and to abide by this Meetings Anti-Harassment Policy. This policy applies whether the harassment is committed by an employee, AAN member, volunteer, vendor, exhibitor, or other Participant. The Academy expects Participants to comply with the following:

   a) Treatment of others. Participants must exercise professionalism, consideration, and respect in their speech and actions, and must refrain from demeaning, discriminatory, disruptive or harassing behavior and speech. Participants who experience or witness harassment are encouraged to report it as provided in paragraph 4, below.

   b) Safety and security. Participants should alert Academy staff if they notice a dangerous situation or someone in distress.

   c) Responsible alcohol consumption. At many Academy networking events both alcoholic and non-alcoholic beverages are served. The Academy expects Participants at these events to drink alcoholic beverages responsibly. Academy and event staff have the right to deny service to Participants for any reason and may require a Participant to leave the event.

3. Unacceptable Behavior. The Academy will not tolerate sexual, discriminatory, or other harassment by any Participant at any Meeting. Unacceptable behaviors include:
a) Unwelcome and uninvited attention or contact with another Participant;

b) Verbal or written comments, or visual images, that are sexually suggestive, or that
denigrate or shows hostility or aversion toward an individual, or group of individuals, and
that create an intimidating, hostile, or offensive environment, or that unreasonably
interfere with an individual’s ability to participate in an Academy Meeting;

c) Inappropriate, unnecessary, or irrelevant use of nudity and/or sexual images;

d) Intimidating, harassing, abusive, discriminatory, derogatory or demeaning speech or
actions by any Participant in any Meeting, at all related events, and in one-on-one
communications carried out in the context of any Meeting;

e) Harmful or prejudicial verbal or written comments or visual images related to gender,
sexual orientation, race, religion, disability, age, appearance, or other personal
characteristics;

f) Deliberate intimidation, following or stalking;

g) Harassing photography or recording;

h) Physical assault (including unwelcome touching or groping);

i) Real or implied threat of physical harm; or

j) Real or implied threat of personal, professional, or financial damage or harm.

4. Reporting Unacceptable Behavior. The Academy will include this policy or a rendition of
this policy in Academy Meeting materials and provide a phone number or other means of
reporting behavior that may violate this policy. Academy employees who are subjected to
unacceptable behavior at a Meeting, by any type of Participant, should follow the process
described in the Employee Anti-Harassment Policy. Any Participant subjected to unacceptable
behavior at a Meeting should report the behavior to Academy staff and the applicable local
authorities if the Participant’s safety is threatened or the Participant otherwise feels it is
necessary.

5. Consequences of Unacceptable Behavior. Unacceptable behavior from any Participant at
any Academy Meeting will not be tolerated. If a Participant engages in unacceptable behavior,
the Academy may take any action that it deems appropriate.

a) If the unacceptable behavior is committed by an employee, the Academy will follow the
process described in the Employee Anti-Harassment Policy.

b) If the unacceptable behavior is committed by a non-employee Participant, the Academy
will review the situation in a timely manner, taking into consideration the relevant facts
and circumstances. The complainant and any parties involved may be asked to make their
statements in writing. Consequences for committing unacceptable behavior may include
removal from the Meeting (without refund) at which the behavior occurred or exclusion
from future Meetings.

c) If the unacceptable behavior is committed by an AAN member, additional consequences
may include suspension or expulsion from AAN membership. The Executive Committee
of the AAN Board will provide the AAN member at least 15 days’ prior written notice of
the suspension or expulsion, and the reasons for it, and an opportunity for the member to
be heard, orally or in writing, not less than 5 days before the effective date of the
suspension or expulsion. All suspensions and expulsions are reported to the National
Practitioner Data Bank.

d) The Participant reporting the unacceptable behavior will be informed of the results of the
Academy review and any actions taken by the Academy. Academy review and action in
no way restricts a Participant’s ability to file a separate complaint with other applicable
organizations or take any other action outside of the Academy.

Policy History: Approved by Executive Committees of the AAN and AANI Boards of Directors –
April 19, 2018.
APPENDIX

ANTI-HARASSMENT

Introduction and Purpose
AAN is committed to providing a work environment that is free from all forms of discrimination and harassment based on race, color, creed, religion, national origin, sex, sexual orientation, disability, age, marital status, status with regard to public assistance, membership or activity in local commissions, or veteran status, or any other legally protected status.

Such discrimination and harassment violates the law, creates an offensive working environment, decreases productivity, adversely affects positive working relationships, increases costs to AAN, and tarnishes the image of the organization and everybody associated with it. It is prohibited in any form in the workplace, at work-related functions, or outside of work.

Policy
No AAN employee may engage in verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of that person's legally protected status or that of the person's relatives, friends, or associates.

The following are examples of prohibited harassment (please note that this list is not exhaustive):
1. Epithets, slurs, or jokes that contain negative stereotypes;
2. Intimidating or hostile actions based upon a person's protected status;
3. Posting, displaying, or circulating any electronic media currently available or created in the future any written or graphic material that demeans or shows hostility or dislike towards a person or group based on their protected status. This includes, but is not limited to, graffiti, cartoons, websites, or radio or television programming.

Defining Sexual Harassment
One form of prohibited harassment is sexual harassment. Sexual harassment is defined as:
1. Either explicitly or implicitly making unwelcome sexual advances or requests for sexual favors or other verbal or physical conduct of a sexual nature a term or condition of employment; or
2. Making such conduct a factor in decisions that affect an individual’s employment; or
3. Creating an intimidating, hostile or offensive working environment or otherwise substantially interfering with an individual's employment by such conduct; or

Examples of Prohibited Conduct
Sexual harassment does not refer to behavior or occasional compliments of a socially acceptable nature. Normal, courteous, mutually respectful, pleasant, non-coercive interactions between employees that are acceptable to both parties are not considered to be sexual harassment. Rather, sexual harassment is conduct that is not welcome, that is personally offensive, that fails to respect the rights of others, that lowers morale and that, therefore, interferes with our work effectiveness.
Sexual harassment may take different forms. One specific form is the demand for sexual favors. Other forms of harassment may include, for example (please note that this list is not exhaustive):

- Sexist remarks about a person's clothing, body or sexual activities;
- Leering, ogling, or staring at a person's body;
- Sexually-oriented jokes, stories, or remarks;
- Descriptions of sex acts, boasting about sexual prowess, or posting of suggestive pictures, drawings, poems, limericks, etc.;
- Unnecessary touching or brushing against another person's body, patting, or pinching;
- Verbal harassment or abuse referring to a person's gender, sexual preference or sexual activities;
- Pressure for dates or sexual activities;
- Unwelcome telephone calls, e-mails, letters, or home visits with sexual overtones;
- Demands for sexual favors with implied threats related to job benefits or opportunities.

Employees who have any question about whether conduct is permissible under this policy should discuss it with their supervisor or Human Resources.

**What to Do If You Are Being Harassed**

An employee who believes he or she has been subjected to harassment prohibited by this policy (whether by a co-worker, a supervisor, a member, a client, a vendor, etc.) is encouraged, to communicate to the harasser that his/her conduct is inappropriate, offensive, or unwelcome. If that does not immediately and completely resolve the problem, if the employee has any further concern or objection about the alleged harasser, if the employee thinks he or she has experienced any retaliation, or if the employee is not comfortable confronting the harasser, then the employee must report the incident immediately to his or her supervisor, Human Resources, or the Executive Staff Member. Reporting must be done in order to ensure that the inappropriate behavior stops.

Supervisors who receive a complaint or observe improper conduct are required to immediately report that information to Human Resources. This reporting is mandatory, even if the person reporting the incident asks that no action is taken or the supervisor does not believe that an investigation is warranted.

All complaints will be handled in a timely manner. Human Resources will review all reports and, if necessary, conduct a prompt, thorough, impartial and discreet investigation. An investigation may include interviews with the person making the complaint, the accused person, and appropriate witnesses, depending on the specific circumstances. The complainant and any parties involved may be asked to make their statements in writing. All employees shall be protected from coercion, intimidation, interference, or discrimination for filing a complaint or assisting in an investigation. Failure to cooperate with or efforts to obstruct an investigation may result in corrective action, up to and including termination of employment.

If the investigation reveals that the complaint is valid, prompt disciplinary action, up to and including termination, and any other necessary action designed to stop the harassment immediately and to prevent its recurrence will be taken.
Protection Against Retaliation
No retaliation of any kind will occur because an employee has in good faith reported an incident of suspected harassment, or because an employee assists or participates in an investigation, proceeding or hearing related to a report of sexual harassment. The person to whom the complaint was made, and anyone involved in investigating or mediating the complaint, will work to establish mutually agreed upon safeguards against retaliation.

Any individual who retaliates against a person who complains or reports alleged harassment or other objectionable conduct, or who retaliates against any person who assists or participates in an investigation, proceeding or hearing related to a sexual harassment complaint, will be subject to discipline, up to and including termination.

Penalties for Prohibited Harassment
It is the AAN's policy that Human Resources will act immediately, appropriately and impartially to investigate all reported acts of discrimination or harassment, sexual or otherwise. A violation of this policy may be grounds for immediate discipline, up to and including termination. Sanctions, if any, will be determined on a case-by-case basis, after a review of relevant information.

How to Get More Information
Any questions regarding your obligations and those of others under this Policy should be directed to your supervisor or Human Resources.

WORKPLACE SAFETY AND SECURITY

AAN strives to create a work environment of respect and safety, free from intimidation, threats and acts of violence. Therefore, AAN adheres to a zero tolerance policy in regard to violence in the workplace. AAN has taken measures to ensure the building and the surrounding properties are as safe as possible. The main entry door in the reception area is open from 8:00am to 4:30pm Monday through Friday. All other access doors remain locked at all times. Security cards are given to employees in order for them to access the building through locked doors, after hours and on weekends and holidays.

Workplace violence includes threats using words or actions that create a perception that there is or may be intent to harm a person, group or property, actual infliction of physical violence, and the possession and/or usage of firearms or other weapons while at work or on work premises. Recognizing and reporting events that could trigger violent behavior is everyone's responsibility. Employees who become aware of a threat or act of violence by anyone against himself or herself, a co-worker, or property must report it immediately to their supervisor and/or Human Resources.

Threats or acts of violence against employees and/or property will not be tolerated. Violations of this policy may lead to disciplinary action up to and including termination of employment and involvement of law enforcement authorities.