



# CSBA's County Board Conference Code of Conduct

All participants, including attendees, speakers, sponsors, exhibitors, and volunteers, must abide by this Code of Conduct:

CSBA is committed to creating event environments that are inclusive, safe, and free from discrimination and/or harassment, regardless of race, religion, color, national origin, sexual orientation, gender expression or identity, age, disability, veteran or marital status, or any other classification protected by law.

## Unauthorized advertising and distribution of materials

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To maintain the integrity and focus of the event, all forms of advertising, solicitation, or distribution of materials by attendees are strictly prohibited without prior written approval from conference organizers. This includes, but is not limited to, distributing flyers, brochures, promotional items, or digital media. Any such unapproved activities may result in removal from the event without warning or refund and exclusion from future events. Any materials distributed without approval will be removed from the premises. For any questions or to request permission for specific uses, please contact [countyboard@csba.org](mailto:countyboard@csba.org).

## Photographing, recording, streaming and distribution

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To protect the intellectual property and privacy of our presenters and attendees, recording and/or streaming any conference related events, including sessions, meal functions, receptions, keynote addresses and networking activities, in any format—including but not limited to audio, video, or screen captures—is strictly prohibited. Additionally, posting or distributing any recorded content or session materials online without prior written consent from CSBA is not allowed. Violations of this policy may result in immediate removal from the event without a refund, potential exclusion from future events, and, if necessary, further legal action. For any questions or to request permission for specific uses, please contact [countyboard@csba.org](mailto:countyboard@csba.org).

## Expected behavior

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All participants, including attendees, speakers, sponsors, exhibitors, and volunteers, are expected to:

- ❖ Display their event badge at all times. Keep your badge visible while at event venues to ensure smooth access and identification.
- ❖ Comply with all rules specified in this policy and follow the instructions of event staff.
- ❖ Be considerate, respectful, and collaborative.
- ❖ Engage constructively in discussions and debates, ensuring all communication is professional and relevant.
- ❖ Avoid demeaning, discriminatory or harassing speech and behavior.
- ❖ Be mindful of their surroundings and of their fellow participants when moving through the conference areas.

- ❖ Avoid disruptive behaviors, such as interrupting sessions, making excessive noise, or other activities that detract from the event experience for others.
- ❖ Alert event staff if they notice a dangerous situation or someone in distress.
- ❖ Comply with masking, social distancing, and other health and safety protocols and/or guidelines of the Monterey County Health Department, Monterey Plaza Hotel & Spa, and CSBA.

## Unacceptable behavior

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Unacceptable behaviors include, but are not limited to:

- ❖ Harassment and discrimination, which may include verbal, physical, or visual conduct based on sex, sexual orientation, gender expression or identity, race, age, national origin, disability.
- ❖ Nudity and/or inappropriate use of sexual images in public spaces, including on the event platform and presentation slides or shared social media; deliberate intimidation, stalking or following; harassing photography or recording; sustained disruption of sessions, talks or such other events; and any unwelcome sexual attention such as unwelcome sexual advances, sexualized comments or jokes, groping, and inappropriate touching.
- ❖ Boisterous, lewd, or offensive behavior or language—whether in person, online, or on the event app/platform—including personal insults, use of sexually explicit or offensive language or conduct, profanity, obscene gestures, or racial, religious, or ethnic slurs, as well as any acts of physical violence.
- ❖ Disruptive use of electronic devices, such as loud phone calls or notifications during sessions or events.
- ❖ Posting or threatening to post another participant's personally identifying information on the internet (doxing”).
- ❖ Wearing inappropriate or offensive clothing such as clothing that contains obscene language or images, slurs, or demeaning content based on sex, sexual orientation, gender expression or identity, race, age, national origin, or disability, or clothing that is not suitable for a professional work environment.
- ❖ Destruction or vandalization of personal property of others or the event site or materials.
- ❖ Possessing or consuming alcohol outside areas specifically designated for its consumption and failing to adhere to venue-specific alcohol policies, including prohibitions on bringing outside alcohol onto the premises. Attendees are expected to drink responsibly and avoid behavior that disrupts the event or compromises the safety and well-being of others.
- ❖ Possessing any illegal substance.
- ❖ Smoking, other than in designated areas.
- ❖ Failure to comply with the rules or regulations of the event venues and platform or with instructions of the event staff.
- ❖ Sharing your event badge or platform access information with other individuals.

## Consequences of unacceptable behavior

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Unacceptable behavior will not be tolerated. Any participant who is asked to desist from an unacceptable behavior is expected to comply immediately. Engagement in unacceptable behavior may result in expulsion or removal from the event without warning and, if appropriate, with the involvement of local law enforcement. No refund will be provided for expulsion or removal due to unacceptable behavior.

## How to report unacceptable behavior

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If you witness any unacceptable behavior against another participant or have a complaint or concern about such behavior, including harassment, discrimination, bullying, or any other conduct that violates the CSBA Events Code of Conduct, please report it immediately by emailing [countyboard@csba.org](mailto:countyboard@csba.org). You can make a report either personally or anonymously. A personal report can be made directly to event staff and volunteers at the registration desk located at the Monterey Plaza Hotel & Spa. You may request that your report remain completely confidential. Reports can also be made at [countyboard@csba.org](mailto:countyboard@csba.org).

Event staff will help participants contact hotel/venue security or local law enforcement, provide escorts, or otherwise assist those experiencing harassment to feel safe for the duration of the event. We value your attendance.

In case of emergencies please contact:

Shandi Fraser  
Director of Conferences  
916-601-2940  
[sfraser@csba.org](mailto:sfraser@csba.org)

Rimma Cotton  
Program Manager  
916-669-2591  
[rcotton@csba.org](mailto:rcotton@csba.org)

Together, let us make every CSBA Event a safe and welcoming experience.

*CSBA reserves the right to modify this Code of Conduct at any time. Your attendance at the event indicates acceptance of the most current version.*

