



## **CODE OF CONDUCT: GUIDELINES FOR TKF EVENTS**

This Code of Conduct for TKF Events are guidelines to prevent Harassment, Sexual Harassment and Discrimination at The Klosters Forum's Events (the "**Guidelines**").

A TKF Event, is any event organised or hosted in whole or in part by The Klosters Forum ("**TKF**"), that occurs in person or online ("**TKF Events**").

These Guidelines will be reviewed over time and adapted in the light of experience. These Guidelines should be communicated in advance of each TKF Event to all participants involved in the TKF Event and all participants of TKF Events shall be provided access to the Guidelines.

For TKF Events where TKF may not be the main organiser, TKF will ensure that these Guidelines are forwarded to the entity co-organising the event and coordinate with the other organisers with a view to ensuring the application and distribution, as appropriate, of these Guidelines.

These Guidelines contain contact information with respect to reporting channels and support services available for persons affected by harassment, including sexual harassment and discrimination (herein also collectively referred to as "unacceptable conduct") at a TKF Event.

TKF is committed to implementing these Guidelines.

### **PURPOSE**

TKF is committed to enabling events at which everyone can participate in an inclusive, respectful and safe environment. TKF Events are guided by the highest ethical and professional standards, and all participants are expected to behave with integrity and respect towards all participants attending, or involved with, any TKF Event.

### **APPLICABILITY**

These Guidelines apply to any TKF Event, including Forums, meetings, conferences, seminars, talks and workshops which are organised or hosted in whole or in part by TKF wherever it takes place, in person or online.

These Guidelines apply to all participants at a TKF Event, including all persons attending or involved in any capacity in a TKF Event, including TKF staff and other individuals hired by TKF under a non-staff contract, and including those who join as volunteers.

These Guidelines supplement, and do not affect, the application of other relevant policies, regulations, rules and procedures, including any applicable host country agreements.

### **Unacceptable Conduct**

Harassment (including sexual harassment) or discrimination in any form because of gender, gender identity and expression, sexual orientation, physical ability, physical appearance, ethnicity, race, national origin, political affiliation, age, religion or any other reason, constitutes unacceptable conduct and is not tolerated at TKF Events.

*Harassment* is any improper or unwelcome conduct that might reasonably be expected or be perceived to cause offence or humiliation to another person and which negatively interferes or creates an intimidating, hostile or offensive work (event) environment.

*Sexual harassment* is any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offense or humiliation. Sexual harassment may involve any conduct of a verbal, non-verbal or physical nature, including written and electronic communications, and may occur between persons of the same or different genders. Examples of sexual harassment include, but are not limited to:

- Making derogatory or demeaning comments about someone's sexual orientation or gender identity;
- Name-calling or using slurs with a gender/sexual connotation;
- Making sexual comments about appearance, clothing or body parts;
- Repeatedly asking a person for dates or asking for sex;
- Sharing sexual or lewd anecdotes or jokes;
- Sending sexually suggestive communications in any format;
- Sharing or displaying sexually inappropriate images or videos in any format; and
- Attempted or actual sexual assault, including rape.

*Discrimination* of people based on one or more characteristics such as ethnic, social or political background, colour, race, gender, gender identity and expression, sexual orientation, disability, physical appearance, ethnicity, nationality, age, religion, marital status, family size or any other identity, is an unacceptable conduct and is not tolerated at TKF Events.

### **REPORTING UNACCEPTABLE CONDUCT**

A participant who feels that he/she has been a victim of harassment, including sexual harassment, or discrimination at a TKF Event, or who has witnessed such unacceptable conduct, may take the following actions:

- Request that the perpetrator immediately stop the unacceptable conduct.
- Promptly report the matter to a member of the TKF Team at the TKF Event, either in person or via the following email address: [welcome@theklostersforum.com](mailto:welcome@theklostersforum.com)

The TKF Team member is expected to take appropriate action in accordance with its applicable policies, regulations and rules. Examples of appropriate action may include, but are not limited to:

- Undertaking a fact-finding exercise;
- Requesting the perpetrator to immediately stop the offending behavior;
- Suspending or terminating the perpetrator's access to the TKF Event or refusing registration at future TKF Events;
- Conveying the complaint to any investigative or disciplinary authority with jurisdiction over the person accused of harassment; and/or
- Conveying a report to the employer or entity with jurisdiction over the person accused of harassment for appropriate follow-up action.

The victim of alleged harassment may also seek help from other relevant authorities, such as the police, bearing in mind the applicable legal framework.

Knowingly making a false or misleading report is likewise considered unacceptable conduct and may lead to the suspension of the participant's access to TKF Events or, in the case of TKF staff and other individuals hired by TKF under a non-staff contract, disciplinary or other measures as per the applicable TKF rules and procedures. wersadf

### **PROTECTION FROM RETALIATION**

Threats or other forms of intimidation or retaliation against a participant who has made a complaint of unacceptable conduct, or provided information in support of a report of unacceptable conduct, is not tolerated by TKF.

TKF will take any reasonable appropriate action needed to prevent and respond to intimidation or retaliation in accordance with its applicable procedures.