

NATIONAL HEMOPHILIA FOUNDATION

CONFERENCE BEHAVIOR

The National Hemophilia Foundation's Bleeding Disorders Conference provide an important avenue for the exchange of information and resources intended to help improve the quality of life and quality of care for all members of the bleeding disorders community. All individuals and groups attending NHF sponsored events should be assured the opportunity for (1) unencumbered access to information and resources, and (2) a secure or non-threatening environment within which they can share information, interests and ideas. Under no circumstances will NHF allow the participation of individual members of the bleeding disorders community, or others in attendance, to be compromised by potentially threatening language or potentially threatening actions or activities.

To that end, we believe setting forth a clear set of behavioral expectations promotes an atmosphere of dignity and respect for all.

NHF appreciates and values individual differences and welcomes diversity in its broadest definition. Many different opinions and experiences will be shared over the next few days on issues and topics that may touch you personally and often emotionally. While we strongly encourage passion as you share your stories, we offer some tips to keep it professional:

- Don't let differences of opinion turn into personal attacks—argue the facts.
- Listen politely and respectfully to views that differ from your own beliefs.
- Be assertive, not aggressive in presenting your points.
- Share both positive and negative experiences with others.
- Problem-solve instead of placing blame.
- Humor is great, but not at the expense of others.
- Replace words that hurt with words that encourage, engage and enrich others.
- A positive attitude is contagious—your colleagues will respect your kindness.

NHF has formed a Mediation Team, comprised of NHF volunteers and staff, who will respond to any disruptive events. The following list, though not exhaustive, illustrates potentially disruptive situations that may be addressed by the Mediation Team:

- Threatening verbal taunts, undue shouting and vulgarities.
- Picketing or protesting within the confines of scheduled meetings and/or special events that disrupt the meeting's proceedings.
- Picketing or protesting in the common areas of the meeting site in a manner that potentially threatens the safety of annual meeting participants or other meeting guests.
- Personal threats—written, verbal or physical—that target an individual or group in attendance.

If the situation cannot be resolved amicably, the Mediation Team has the authority to revoke registration privileges, contact Hotel Security or local authorities as necessary.

We would also like to summarize some key points of **NHF's Policy on No Harassment.** We expect all conference attendees, consumers, volunteers, exhibitors, industry professionals, hotel facility staff and guests to comply with the principles of this policy as well as all NHF employees. NHF's policy covers conduct in the workplace as well as at social and business functions sponsored by NHF.

- NHF is committed to providing a work environment free of illegal harassment.
- NHF is committed to a work environment in which all individuals are treated with respect and dignity.
- NHF expects that all relationships among employees will be businesslike and free of bias, prejudice and harassment.
- NHF will not tolerate any form of illegal discrimination or harassment on the basis of a person's race, color, religion, sex, gender identity, sexual orientation, pregnancy, status as a parent, national origin, age, disability (physical or mental), family medical history or genetic information, political affiliation, military service, or other non-merit based factors..
- Illegal harassment includes offensive, aggressive, antagonistic and/or contentious behavior based on a protected legal status. Specifically, those behaviors include, but are not limited to abusive verbal comments or slurs, visual displays of offensive objects which disparage or disrespect a particular class of persons or any other verbal or physical conduct which creates an intimidating, hostile or offensive environment.
- NHF expressly prohibits sexual harassment in the workplace, which is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. This includes severe or pervasive conduct which would not have occurred but for the sex of the person and which unreasonably interferes with the individual's work performance or creates an intimidating, hostile or offensive work environment. Some common examples of conduct that is prohibited include:
 - unwelcome sexual flirtations, touching, advances or propositions;
 - graphic or suggestive comments about an individual's dress or body;
 - sexual jokes and innuendo; or asking questions regarding an individual's sexual conduct, orientation or preference.

Complaint Resolution Procedure

Any instances of harassment, discrimination or inappropriate behavior at the NHF sponsored Conference should be reported immediately to the on-site NHF (**Anaheim Marriott - Gold Key I-II**) where one of the following individuals will be contacted:

Adeli Lopez	NHF Human Resources Director
Neil Frick	NHF Senior Vice President for Medical Programs and Information
Dawn Rotellini	NHF Chief Operating Officer

All information regarding harassment complaints will be kept in confidence to the greatest extent practical and appropriate under the circumstances. NHF will conduct a prompt and thorough investigation to determine the facts. NHF will review its findings with the complainant at the conclusion of the investigation. No person who files a complaint in good faith or participates in the complaint resolution process will be subject to retaliation of any kind for that activity. NHF will take such actions or reasonable steps as necessary to put an end to the harassment.

Please help us to ensure that all participants enjoy an inclusive, safe and respectful conference experience.