ACOG MEETINGS
ANTI-HARASSMENT POLICY

1. Background

The American College of Obstetricians and Gynecologists promotes an environment of respect, fairness, integrity, and inclusiveness. (See ACOG Diversity Statement for Volunteer and Leadership Positions). These values are reflected in the ACOG Code of Professional Ethics, the Statement of Values, and the ACOG Diversity Statement for Volunteer and Leadership Positions.

ACOG’s commitment to its values is also reflected in its Harassment-Free Workplace policy, which prohibits sexual and discriminatory harassment against ACOG employees, whether the harassment is committed by an employee, member, volunteer, vendor, exhibitor, or other party.

This ACOG Meetings Anti-Harassment Policy further promotes ACOG’s values by defining the expectations for all participants at any ACOG meeting and related social events. When used in this policy, “participant” refers to anyone present at any ACOG Meeting, including all attendees, members, speakers, staff, contractors, vendors, and exhibitors. This policy applies to all meetings hosted by ACOG, at all venues and events, including all ancillary or unofficial social events held in conjunction with any ACOG meeting.

2. Expected Behavior

ACOG expects all ACOG Meeting participants to behave responsibly and professionally and to abide by this Anti-Harassment Policy. In addition, ACOG expects participants to comply with the following:

- Responsible alcohol consumption: At many ACOG networking events both alcoholic and non-alcoholic beverages are served. ACOG expects participants at our events to drink alcoholic beverages responsibly. ACOG and event staff have the right to deny service to participants for any reason, and may require a participant to leave the event.
- Safety and security: Participants should alert ACOG staff if they notice a dangerous situation or someone in distress.
- Treatment of others: Participants must exercise professionalism, consideration, and respect in their speech and actions and must refrain from demeaning, discriminatory, or harassing behavior and speech. Participants who experience or witness harassment are encouraged to report it as provided in Paragraph 5, below.

3. Unacceptable Behavior

ACOG will not tolerate harassment, including sexual harassment, by any participant at any ACOG meeting. Sexual harassment is defined as unwelcome sexual advances or touching,
requests for sexual favors, or other unwelcome physical, verbal, visual, or other conduct of a sexual nature. Unacceptable behaviors include, but are not limited to:

- Unwelcome and uninvited attention or contact with another participant
- Verbal or written comments, or visual images, that are sexually suggestive, or that denigrates or shows hostility or aversion toward an individual, or group of individuals, and that creates an intimidating, hostile, or offensive environment, or that unreasonably interferes with an individual’s ability to participate in an ACOG meeting or event.
- Inappropriate, unnecessary, or irrelevant use of nudity and/or sexual images in public spaces, including presentation slides;
- Intimidating, harassing, abusive, discriminatory, derogatory or demeaning speech or actions by any participant in any ACOG meeting, at all related events and in one-on-one communications carried out in the context of any ACOG meeting.
- Harmful or prejudicial verbal or written comments or visual images related to gender, sexual orientation, race, religion, disability, age, appearance, or other personal characteristics
- Deliberate intimidation, stalking, or following;
- Harassing photography or recording;
- Sustained disruption of talks or other events;
- Physical assault (including unwelcome touch or groping)
- Real or implied threat of physical harm
- Real or implied threat of professional or financial damage or harm

4. Consequences of Unacceptable Behavior

Unacceptable behavior from any participant at any ACOG meeting will not be tolerated. **If a participant engages in unacceptable behavior, ACOG may take any action that it deems appropriate, including exclusion from particular events or removal from the meeting (without refund) at which the harassment occurred. Egregious violations may be referred to the ACOG Grievance Committee and/or may result in exclusion from future meetings.**

5. Reporting Unacceptable Behavior

If you are being harassed, notice that someone else is being harassed, or have any concerns that require assistance, please call 844-460-6615.

Comments or other concerns can be sent to meetingspolicy@acog.org.
STATEMENT OF VALUES

I. Personal and Professional Integrity
All Executive Board members, district officers, section officers, volunteers and employees of the American College of Obstetricians and Gynecologists (the College) shall act with honesty, integrity and openness in all their dealings as representatives of the College. The College promotes an environment that values respect, fairness and integrity. All Executive Board members, district officers, section officers, volunteers, and employees shall abide by the Statement of Values. The College encourages any of its Executive Board members, district officers, section officers, volunteers and employees who believe that there has been a violation of the Statement of Values to report any such incident regardless of the identity of the individual involved using the College Whistleblower Policy.

II. Objectives
The objectives of the College shall be to foster and stimulate improvements in all aspects of the health care of women; to establish and maintain the highest standards of practice; to promote high ethical standards; to establish and promote policy positions on issues affecting the specialty of obstetrics and gynecology; and to promote, represent, and advance the professional and socioeconomic interests of its members. These objectives are responsive to the constituency and communities served by the College and of value to the society at large. All of the College’s programs support these objectives, and all who work for or on behalf of the College understand and are loyal to its mission and purpose.

III. Governance
The Executive Board is responsible for setting the objectives and strategic direction of the organization and oversees the finances, operations, and policies of the organization. The Executive Board:

- Ensures that Board members have an understanding of the College’s legal structure as an organization exempt under Section 501(c)(6) of the Internal Revenue Code, including an understanding of specific requirements that pertain to 501(c)(6) organizations, such as inurement and private benefit;
- Ensures that Board members have the requisite skills and experience to carry out their duties and that all Board members understand and fulfill their governance duties acting for the benefit of the organization and its public purpose;
- Has a conflict of interest disclosure policy that ensures that any conflicts of interest are avoided or managed appropriately;
- Is responsible for oversight of the CEO and ensures that the CEO, who is responsible for the management of College employees, is committed to a work environment that promotes equal employment opportunities and prohibits discriminatory practices, including harassment;
- Ensures that the College Executive Leadership Team and staff provide the Executive Board with timely and comprehensive information so that the Executive Board can effectively carry out its duties;
- Ensures that the College conducts its transactions and dealings with honesty, integrity and openness;
- Ensures that the College promotes working relationships with board members, district officers, section officers, volunteers and employees that are based on mutual respect, fairness and openness;
- Ensures that the College is fair and inclusive in its selection and promotion policies and practices for all Executive Board, district officer, section officer, employee and volunteer positions;
- Ensures that policies of the College are in writing and clearly articulated;
- Ensures that the resources of the College are responsibly and prudently managed;
- Ensures that the College has the capacity to carry out its programs effectively;
- Ensures that the College is fair and inclusive in its policies and practices regarding membership and election of officers;
- Promotes and enforces compliance with the Code of Professional Ethics; and
- Ensures that the College’s activities support the College’s objectives.

IV. Legal Compliance
The College complies with all state and federal applicable laws and regulations.

V. Financial Responsibility
The College Executive Board members, district officers, section officers, volunteers and employees shall comply with the College policies relating to the financial management and operation of the College, specifically including but not limited to, the College’s corporate accounting practices, internal financial controls, contract approval mechanisms, expense reimbursement policies, and similar policies adopted from time to time by the College. The Chief Financial Officer shall provide the Finance Committee and Executive Board with timely and comprehensive financial information. The College shall manage its funds responsibly and prudently, which includes the following:
- Spending a reasonable percentage of its annual budget on programs in pursuance of its mission;
- Spending an adequate amount on administrative expenses to ensure effective accounting systems, internal controls, competent staff, and other expenditures critical to professional management;
- Compensating staff, and any others who may receive compensation, reasonably and appropriately;
- Soliciting funds using reasonable fundraising costs, recognizing the variety of factors that affect fundraising costs;
- Prudently managing investment reserves to ensure an appropriate balance is maintained between preserving the real value of the reserves and providing a reliable stream of income to fund the College’s programs;
- Ensuring that all spending practices and policies are fair, reasonable and appropriate to fulfill the College’s mission and objectives; and,
- Ensuring all financial reports are factually accurate and complete in all material respects.

VI. Openness and Disclosure
The College provides comprehensive and timely information to the public, the media and its members and is responsive in a timely manner to reasonable requests for information. All information about the College will fully and honestly reflect the policies and practices
of the organization. Basic informational data about the College, such as the Form 990, and audited financial statements are available to the public. All solicitation materials accurately represent the College’s policies and practices. All financial, organizational and program reports will be complete and accurate in all material respects.

VII.  Program Evaluation
The College regularly reviews the effectiveness of its programs and has mechanisms to incorporate lessons learned into future programs. The College is committed to improving program and organizational effectiveness and develops mechanisms to promote learning from its activities. The College is responsive to changes in its field of activity and is responsive to the needs of its constituencies.

VIII.  Inclusiveness and Diversity
The College has a policy of promoting inclusiveness, and its Executive Board members, district officers, section officers, volunteers and employees reflect diversity in order to enrich its programmatic effectiveness. The College takes meaningful steps to promote inclusiveness in its hiring, retention, promotion, recruitment and constituencies served.

Approved by the Executive Board:  February 2009
Revised for name changes:  January 2018 and June 2018
Revised and approved: February 2019
WHISTLEBLOWER POLICY

The American College of Obstetricians and Gynecologists (the College) requires that its Executive Board members, district officers, section officers, volunteers and employees conduct their duties and responsibilities in accordance with high ethical standards and in compliance with the College Statement of Values.

I. Reporting Violations
The College encourages any of its Executive Board members, district officers, section officers, volunteers and employees who believe that there has been a violation of the College Statement of Values to report any such incident regardless of the identity of the individual involved.

An Executive Board member, district officer, section officer, volunteer or employee who believes that there has been a violation of the Statement of Values should report the incident to the Chief Legal Officer. If the Chief Legal Officer is believed to be involved in the conduct or if, for some other reason, the Executive Board member, district officer, section officer, volunteer, or employee feels uncomfortable reporting the incident to the Chief Legal Officer, the individual should report the incident to the Chair of the College Finance Committee. College employees may also report violations to their supervisors or to the head of the Human Resources office. Supervisors and the head of the Human Resources office are required to report suspected violations to the Chief Legal Officer or, if the Chief Legal Officer is believed to be involved in the conduct, to the Chair of the Finance Committee. Suspected violations may be submitted anonymously. The College encourages prompt reporting so that the complaint can be investigated in a timely manner.

II. Investigations
All alleged violations of the College Statement of Values that are reported under this policy will be investigated by the Chief Legal Officer and/or outside legal counsel, assisted by such College Executive Board members, district officers, section officers, volunteers or employees as they deem appropriate. Investigations will be conducted in as prompt and as confidential a manner as practicable and appropriate under the circumstances. All Executive Board members, district officers, section officers, volunteers and employees have a duty to cooperate in the College’s investigation of alleged violations of the Statement of Values and are required to preserve the confidentiality of the investigation. Upon receiving a report, the Chief Legal Officer or outside legal counsel will notify the College Audit Committee and will work with the Audit Committee until the matter is resolved. Upon completion of the investigation, appropriate corrective action will be taken if warranted by the investigation. When appropriate, the College will communicate its findings and intended actions, if any, to the complainant.
Violations of the College Statement of Values by an employee will be viewed as a serious offense and the employee may be disciplined and possibly terminated. The College Executive Board will address violations by the College Executive Board member, district officer, section officer or volunteer.

III. Appeals Procedure
Any Executive Board member, district officer, section officer, volunteer or employee who is dissatisfied with the College’s response to a reported violation of the Statement of Values may submit the reasons for that dissatisfaction with the College’s response to the Treasurer of the College. The Treasurer shall review the allegations, consider the issues and reasons for dissatisfaction with the College’s action, conduct a discretionary interview with the CEO and report the findings to the Audit Committee.

IV. Good Faith Required
Anyone filing a complaint concerning a suspected violation of the Statement of Values must be acting in good faith and have reasonable grounds for believing that a violation of the statement occurred. Any allegations that prove to be unsubstantiated and that prove to have been made maliciously or with knowledge of their falsehood will be viewed as a serious disciplinary offense.

V. Retaliation Prohibited
It is essential that Executive Board members, district officers, section officers, volunteers and employees bring matters related to the Statement of Values to the College’s attention so that the College can ensure compliance with the statement. No Executive Board member, district officer, section officer, volunteer or employee who in good faith complies with, or reports a suspected violation of the Statement of Values shall suffer harassment, retaliation, adverse employment consequences, or other adverse actions because of such compliance or report. Any employee who believes that he or she has been subjected to an adverse action because of complying with the Statement of Values, or reporting a suspected violation of the statement, should follow the current procedures for reporting employee complaints or report the action to the College Audit Committee. Any Executive Board member, district officer, section officer, or volunteer who has been subjected to an adverse action because of complying with the Statement of Values or reporting a suspected violation of the statement should report the action to the College Audit Committee. The Audit Committee shall investigate the matter and take action as warranted.

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