



Code of Conduct Policy

Purpose

The purpose of this policy is to foster a positive environment built upon a foundation of trust, respect, open communications, and ethical behavior. As such, the Association of Professional Trichologists (APT) Board of Directors has issued this Conduct Policy for all individuals to uphold the highest standards of professionalism. It applies to everyone affiliated with the Association including volunteers, i.e., individuals conducting the business and affairs of the Association without compensation, board of directors, executive director, members, vendors, attendees, and guests of attendees at Association meetings, events and online forums. Individuals who are present or interacting within official or unofficial APT activities should always abide by this Conduct Policy.

1. **Equity and Inclusion:** Discrimination and intolerance based on race, gender, age, religion, ethnicity, nationality, sexual orientation, gender expression, gender identity, marital status, political affiliation, presence of disabilities, or educational background is not allowed.
2. **Respect:** Treat all individuals with respect regardless of industry affiliation or professional status. Personal boundaries set by others must be observed. Harassment of any kind, including but not limited to unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment will not be tolerated.
3. **Collaboration:** Interact with others in a cooperative and purposeful manner. Refrain from using insulting, harassing, or otherwise offensive language during Association interactions. Contributions should be collegial, inclusive, positive, and create a respectful environment for their fellow peers and surrounding individuals, as well as for other stakeholders, including meeting vendors and Association staff. Disruptive and/or inappropriate behavior toward other volunteers, stakeholders, or staff is unacceptable.
4. **Laws and Safety Regulations:** Applicable laws and regulations of relevant government authorities must be obeyed while acting on behalf of the Association at events or while conducting Association business. Individuals should also ensure that they comply with all applicable safety guidelines relating to public or event demonstrations.

5. **Alcohol and Substance Use:** If alcohol is present at events, responsible and moderate consumption is expected. Do not engage in drinking that may lead to inappropriate behavior.
6. **Intellectual Property:** Use of Association's trademarks, insignia, name, logos, and other intellectual property must be approved beforehand and comply with APT regulations and directives. Modifications are subject to change at any time.
7. **Reporting and Enforcement:** Violations of this Conduct Policy should be reported promptly to the Association Secretary or to the President of the Association's Board of Directors. In cases of alleged persistent and/or serious violations of this Conduct Policy, the Board will review the evidence and shall take such actions as may be appropriate, including but not limited to: requiring individuals to leave their position(s); preclusion from serving in Association roles in the future; asking event attendees to leave; and, precluding attendees from activities at Association events or spaces. The Association of Professional Trichologists, through its Board of Directors, reserves the right to pursue additional measures as it may determine are appropriate.