

**Delaware Trial Lawyers Association  
Event Code of Conduct & Anti-Harassment Policy  
Adopted by the Board of Governors November 4, 2019**

The Delaware Trial Lawyers Association (DTLA) is committed to providing a safe, productive and welcoming environment for all meeting participants and DTLA staff. All participants, including, but not limited to, attendees, speakers, volunteers, exhibitors, sponsors, DTLA staff, and service providers, are expected to comply with this Policy. This Policy applies to all DTLA events, including those sponsored by companies and firms held in conjunction with DTLA, in public or private facilities.

- I. Unacceptable Behavior is defined to include:
  - a. Harassment or discrimination as defined in Section V;
  - b. Physical or verbal abuse;
  - c. Inappropriate use of nudity and/or sexual images in public spaces or presentations;
  - d. Intimidation;
  - e. Stalking;
  - f. Unwanted touching, unwanted remarks of a sexual or intimate nature, unwelcome comments about someone's body or personal appearance, and unwelcome attention;
  - g. Unsafe behavior;
  - h. Irresponsible drinking;
  - i. Illegal drug use or attendance at an event while under the influence of illegal drugs; and
  - j. Violation of the dress code as defined in Section IV.

In response to any incident of unacceptable behavior, DTLA reserves the right to take any immediate action deemed necessary and appropriate, including removal from the meeting without refund.

- II. Responsible Drinking – at DTLA events, including receptions, where both alcoholic and non-alcoholic beverages are served, participants and staff who choose to drink alcoholic beverages are expected to drink responsibly. DTLA and convention, hotel or venue staff have the right to deny alcohol service to attendees for any reason and may require an attendee to leave the event.
- III. Personal Safety & Security – DTLA is committed to providing a safe and secure environment at its meetings and events by working with venue staff to make sure participants are safe. We ask that all attendees report any questionable or concerning activity to DTLA, convention, hotel or venue event staff. DTLA, convention, hotel or venue event staff have the right to ask anyone engaging in behavior that is deemed unsafe to leave the event.

Additionally, DTLA recommends the following:

- a. Always be aware of your surroundings. Do not wear earbuds. Use the buddy system when walking to and from event venues, including networking event locations during early or late hours.
  - b. Don't wear your meeting badge on the street. Take it off as soon as you leave the building/venue. A meeting badge tells people on the street that you are probably from out-of-town and, perhaps, an easy mark for theft or worse.
  - c. Don't carry a lot of cash or credit cards.
  - d. Don't leave personal property unattended anywhere, anytime.
- IV. Dress Code – DTLA wants you to be comfortable at all its events, but there are two minimum standards: wear clean and appropriately neat attire. Under no circumstances are the following permissible: attire containing profane, discriminatory, derogatory, sexually explicit or otherwise objectionable content, which is excessively revealing, or which could violate any other portion of this policy.
- V. Anti-Harassment & Discrimination Policy – DTLA does not tolerate any form of harassment or discrimination.
- a. Harassment includes, but is not limited to, unwanted remarks of a sexual or intimate nature; unwelcome comments about someone's body or personal appearance, and unwelcome attention; unwelcome or uninvited physical contact; stalking; threats, or any conduct that is hostile, discriminatory, intimidating or abusive.
  - b. Discrimination is conduct motivated by bias towards or containing a negative reference to: race, color, national origin, gender, age, sex, pregnancy, marital status, parental status, sexual orientation, gender identity or expression, religion, creed, disability, veteran's status, status as a victim of domestic violence, sexual assault and/or stalking, family responsibility or any other category protected by state and/or federal civil rights laws.

If you experience harassment or discrimination or notice that someone else is the victim of harassment or discrimination, please immediately contact Carolyn Donofrio, executive director, at [cd@dtla.org](mailto:cd@dtla.org) or 302-753-8711 so that DTLA can investigate and take appropriate action. If she cannot be immediately reached, please find a DTLA officer. If you believe you are in imminent danger, please call 911.