

Ontario Construction Secretariat

Event Terms and Conditions

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Cancellation and Refund Policy

The Ontario Construction Secretariat (OCS) is committed to providing high-quality professional development and networking opportunities. To maintain excellence in our programming and ensure operational sustainability, the following policy applies to all event registrations.

1. Registration Cancellations by Attendees

All cancellation requests must be submitted in writing via email to info@iciconstruction.com.

- **Full Refund:** Cancellations received **30 days or more** before the event start date will receive a 100% refund of the registration fee.
- **Partial Refund:** Cancellations received between **15 and 29 days** before the event will receive a 50% refund.
- **No Refund:** Cancellations received **14 days or less** before the event are not eligible for a refund. This includes "no-shows" on the day of the event.

2. Delegate Substitutions

If you are unable to attend, you may transfer your registration to another individual from your organization at no additional cost.

- Substitution requests must be submitted in writing at least **48 hours** before the event begins.
- Please provide the name, title, and contact information of the new attendee.

3. Cancellation or Postponement by OCS

The OCS reserves the right to cancel or postpone an event due to low enrollment, inclement weather, or other unforeseen circumstances (Force Majeure).

- **Event Cancellation:** If OCS cancels an event, registrants will receive a 100% refund. OCS is not responsible for any incidental costs incurred by the registrant, such as airfare or hotel accommodations.
- **Event Postponement:** If an event is postponed, registrants will have the option to either transfer their registration to the new date or receive a full refund.

4. Force Majeure

In the event of a public health emergency, government-mandated restriction, or "Act of God" that prevents the event from safely taking place, OCS reserves the right to cancel the event. In such cases, OCS will provide updates regarding refunds or credits on a case-by-case basis.

5. Contact Information

For any questions regarding registration, payments, or cancellations, please contact:

Ontario Construction Secretariat

180 Attwell Drive, Suite 360, Toronto, ON M9W 6A9

info@iciconstruction.com

Code of Conduct

The Ontario Construction Secretariat (OCS) is committed to promoting a welcoming environment that is safe, collaborative, and productive for supporting dialogue, engagement and networking opportunities for all attendees and guests at OCS events. OCS values the contribution of all attendees and participants. All who register to participate, attend, or speak at an OCS Event agree to comply with this OCS Events Code of Conduct.

1. Introduction

OCS requires individual event participants, which definition includes, but is not limited to, attendees, speakers, volunteers, exhibitors, OCS employees and staff members, service providers, and all others related to the event (Participants) to uphold the professional and educational purposes of OCS and its events by respecting the rights, privacy, safety, and dignity of all persons. All Participants must exercise professionalism, consideration, and respect in their speech and actions. OCS expects Participants to refrain from discriminatory and harassing speech and other discriminatory and harassing behavior.

2. Scope and Application

All Participants are expected to abide by this OCS Events Code of Conduct. These provisions apply to both live events as well as any virtual meeting or event that is hosted by the OCS, including but not limited to events, conferences, meetings, written comment and discussion groups, online presence (i.e., OCS hashtags and other social media), professional gatherings, and platforms and settings ancillary thereto (each a “OCS Event”).

3. Harassment and Discrimination Free Environment

The OCS is dedicated to providing a harassment-free experience for all meetings and conference attendees regardless of gender, age, sexual orientation, disability, physical appearance, body size, race, ethnicity, experience, or religion. OCS does not tolerate harassment, discrimination, or hostility in any form.

At OCS Events, Participants often combine professional activities with social interaction with other Participants, venue staff, and other attendees. While OCS encourages such networking and strengthening of connections between Participants, OCS reserves the right to remove any Participant whose social

attentions become unwelcome to another and who persists in such attentions after their unwelcome nature has been communicated.

4. Responsible Use of Alcohol

All Participants are individually responsible for their actions and behaviors when consuming alcohol at any OCS Event and may be held personally liable for any improper incident or action that results from overindulgence or illegal use of intoxicants. OCS expects and requires all Participants to always act professionally and lawfully when attending any OCS Event, and the presence of alcohol at our social functions does not change this expectation.

It is the Participant's sole responsibility to ensure that he/she/they does not operate any vehicle or machinery while they may be under the influence of alcohol as determined by the legal limit in the jurisdiction where the OCS Event is held.

5. Examples of Acceptable and Unacceptable Behavior

Expected Behavior includes, but is not limited to:

- Respect common-sense rules for public behavior, personal interaction, courtesy, and respect for private property.
- Respect the rules and policies of the meeting venue, hotels, and city.
- Be considerate, respectful, and collaborative.
- Be mindful of your fellow participants. Alert OCS Staff and/or conference staff if you notice a dangerous situation or someone in distress.

Unacceptable behavior includes, but is 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 denigrate or show hostility or aversion toward an individual, or group of individuals, or that create an intimidating, hostile, or offensive environment, or that unreasonably interfere with an individual's ability to participate in the OCS Event.
- Unwelcome sexual advances, requests for sexual favors, or other unwelcome physical, verbal, visual, or other conduct of a sexual nature.
- Intimidating, harassing, abusive, defamatory, profane, discriminatory, derogatory, or demeaning speech.
- Deliberate intimidation or stalking.
- Harassing photography or recording.
- Sustained or repeated disruption of talks or other events.

- Actual or threatened personal or professional retaliation for a rejection or report of unacceptable behavior.
- Offensive or inappropriate meeting attire.
- Failing to stop or report unacceptable behavior when requested by a Participant or OCS.

6. Reporting Unacceptable Behavior

Any Participant whose safety is threatened or violated is urged to contact local law enforcement immediately. You may also report any incident or inappropriate behavior to the OCS at info@iciconstruction.com.

In addition, any Participant who feels unsafe or experiences unwelcome conduct, who observes or experiences unacceptable behavior, or who believes there has been a violation of this Code of Conduct, is encouraged to send an e-mail to info@iciconstruction.com. Reports may be anonymous or attributed.

7. Consequences of Reported Unacceptable Behavior

Violation of this Code of Conduct, as determined by OCS in its sole discretion, is grounds for any action that OCS deems appropriate, including but not limited to warning the offender, removing or denying the offender access to an OCS Event (including revoking or denying registration to an OCS Event), suspending or terminating the offender's access to the OCS Event, and barring the offender from other OCS Event(s). OCS reserves the right to take whatever action it, in its sole discretion, deems appropriate, with respect to the investigation of any matters related to this Code of Conduct.

Upon receiving a report of unacceptable behavior, OCS's priority will be the safety and security of Participants. When facts are in dispute or cannot be fully established, OCS reserves the right to take the action most likely to safeguard the safety and security of Participants, including termination of a Participant's presence or account for the remainder of the OCS Event. Any person who is removed or is denied access to or whose access is terminated during an OCS Event based on this Code of Conduct may request that OCS review the matter after the OCS Event has concluded. However, OCS's action will be effective immediately and will continue until and unless OCS issues a contrary decision. Unless a contrary decision is issued, any person who is denied access to or removed from an OCS Event based on this Code of Conduct will not be eligible for a refund of any registration fees paid for access to or participation in the OCS Event.

Photo Disclaimer

I understand that there will be photos taken at any Ontario Construction Secretariat events in which I may appear in. Photos taken during these events may be used on the OCS website, OCS social media accounts and other OCS promotional material.