



# New Mexico Society of Health-System Pharmacists

## New Mexico Society of Health-System Pharmacists “Participant Code of Conduct”

### **Purpose:**

The purpose of this policy (the “Policy”) is to foster an organizational community where all individuals are treated with respect and civility, free of all harassment and discrimination. It is also to promote inclusion and encouragement of diverse opinions from individuals of varied and diverse backgrounds and views. NMSHP is committed to providing a friendly, safe and positive environment for all of its participants, regardless of race, color, ancestry, religion, national origin, age, gender, sexual preference, sexual orientation, gender identity, marital status, family status, pregnancy status, parenthood status, political affiliation, veteran’s status, disability or other protected status. Further, NMSHP is committed to compliance with all applicable federal, state and local anti-discrimination, bullying and harassment laws and regulations and will enforce this policy accordingly.

In order to achieve these purposes, this Policy addresses unacceptable behavior by members, customers, vendors, NMSHP member leaders, NMSHP staff, contractors, and all who engage with NMSHP (“Participants”) through committees, meetings, social media, business purposes, and other engagement points. This Policy outlines the conduct expected by Participants as they carry out their respective duties within the construct of NMSHP business and membership environments. Further, the Policy outlines the steps to be taken if unacceptable behavior is engaged in by any of the Participants.

### **Expected Behavior:**

All Participants are expected to abide by this Policy as they carry out their engagement with NMSHP. It is expected that all Participants shall:

- Exercise consideration and respect in their speech, writings and actions;



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- Refrain from demeaning, discriminatory, bullying and harassing behavior and/or speech;
- Inform NMSHP if they witness any behavior that is unacceptable in accordance with the terms of this Policy.

## **Unacceptable Behavior**

Unacceptable behaviors include, but are not limited to:

- intimidating, harassing, abusive, discriminatory, derogatory, or demeaning speech, writings, videos, or other actions by any Participant, at NMSHP events and/or in any communications (print or electronic) related to NMSHP activities
- harmful or prejudicial verbal or written comments or visual images related to gender, sexual orientation, race, religion, disability, age, appearance, or other personal characteristics
- unwelcome and uninvited attention or contact
- inappropriate use of nudity and/or sexual images
- deliberate intimidation, stalking or following individuals
- sustained disruption at meetings 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

Bullying is also considered unacceptable behavior and may be defined as unwelcome or unreasonable actions that demeans, intimidates or humiliates either an individual or a group.

## **Consequences of Unacceptable Behavior:**

Unacceptable behavior from Participants will not be tolerated by NMSHP. If a Participant engages in unacceptable behavior, NMSHP will take prompt and appropriate action to stop the behavior.

NMSHP may take any lawful action it deems appropriate, including, but not limited to:

- Reprimand, immediate removal or termination of access of such Participant (whether in-person or virtual) from a meeting or event, committee participation, or NMSHP social media platform, removal of



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consideration for NMSHP awards, elected office or other NMSHP activities.

- Restriction from future participation in NMSHP meetings and events, as well as the imposition of a ban on such individual from participation in the future.

## **Procedure for Dealing with Unacceptable Behavior:**

Any person who believes that he or she has been subject to such an offensive act or harassment or witnesses any such unacceptable behavior as outlined in this Policy should report it immediately to NMSHP staff.

All complaints of inappropriate behavior by a Participant, including, but not limited to, harassment, sexual harassment and/or bullying will be promptly investigated by NMSHP. No complainant will be subjected to retaliation or will be adversely affected as a result of bringing such a complaint or cooperating in its investigation. After an investigation and review of the behavior, any Participant found to have engaged in unacceptable behavior will be subject to appropriate action by NMSHP.

Additionally, an individual who prevents or attempts to prevent another individual from making a complaint, who fails to cooperate with or interferes with the investigation of such a complaint, or who retaliates against an individual who makes a complaint will be subject to appropriate actions, up to and including dismissal from NMSHP participation.

If possible, complainants should provide the following information to NMSHP, verbally and/or in writing:

- Identifying information of the Participant engaging in unacceptable behavior,
- Description of the behavior that was in violation of this policy,
- The approximate time frame of the behavior (if different than the time the report was made),
- The circumstances surrounding the incident or behavior,
- Other people involved in or witnessing the behavior,
- Any documentation of the unacceptable behavior (emails, text or verbal messages, social media, videos, letters, etc.)

Information received and the privacy of the individuals involved will be protected to as great a degree as is legally possible.