



## **Guidelines/Code of Conduct Space Foundation Events**

The Space Foundation carries out meetings, events and gatherings throughout each year (“Events”) including the premier gathering of the global space community, the Space Foundation’s annual Space Symposium, which is held each spring at The Broadmoor in Colorado Springs, Colorado.

Events are typically attended by the international space community, including civilians, military service-members, government personnel, elected officials and top-level industry representatives. Events often feature presentations and panels that provide insight into space developments and the latest thinking on critical industry issues; special events and awards presentations; targeted programs for specific audiences, such as young space professionals; and ample opportunities for networking. Select Events feature exhibits to showcase the latest space technology and advancements.

### **Event Management**

Events are presented by and shall at all times be conducted under the direction of the Space Foundation. The Space Foundation, through its leadership team and its Board of Directors, shall have full power to interpret and enforce the guidelines provided herein, as they in their sole judgment deem appropriate. The Space Foundation reserves the right to deny speaking engagements, participation of exhibitor(s), and/or individual attendance at its Events or any portion thereof, and/or to restrict access or remove any person(s), company(ies) or media outlet(s) for any infraction or non-compliance with these guidelines.

### **Event Participants**

The global space community is made up of a network of people with a common agenda, cause, and interests, who collaborate by sharing ideas, information, and resources. It is of utmost importance that every person attending Space Foundation Events has a positive and rewarding experience. To that end, we invite sponsors; members; exhibitors; speakers; entertainers; registrants; attendees; vendors; media, volunteers and staff employed by each; and others (“Participants”) to help us realize a safe, respectful, and positive experience for everyone. When you participate in a Space Foundation Event, you are contributing to the overall experience, which makes us all accountable to each other.

These Guidelines/Code of Conduct (“Guidelines”) are established in an effort to ensure that Participants understand what behavior is expected, and what behavior will not be tolerated at Events. Participants must acknowledge and agree to abide by/comply with these Guidelines which apply to Space Foundation Events and any co-sponsored related events on property or at off-site locations.



## Guidelines/Code of Conduct Space Foundation Events

### Commitment

The Space Foundation is dedicated to providing a harassment-free and inclusive experience for everyone, regardless of gender identity and expression, sexual orientation, disability, neurodiversity, physical appearance, body size, ethnicity, nationality, race, age, religion, or any other protected category. Any Participant who is asked to stop unacceptable behavior as defined herein shall comply immediately.

### Expected Behavior

The Space Foundation expects that Participants will:

- Be considerate and respectful to other Participants;
- Refrain from demeaning, discriminatory, or harassing behavior, materials, conduct and speech;
- Report if you are being harassed or feel uncomfortable; notice that someone else is being harassed; or have other concerns about these Guidelines.

### Unacceptable Behavior

Regardless of means (i.e., in person, via social media, during sessions and presentations, at social gatherings/parties, through branding or attire, and otherwise), the Space Foundation considers unacceptable behavior to include:

- Intimidating, stalking, harassing, abusive, sexually explicit, threatening, discriminatory, derogatory, demeaning, disrespectful or offensive behavior, including through imagery, language (spoken or written), gesture, or conduct;
- Inappropriate or unwelcome physical contact or attention;
- Violence, threats of violence, or violent language directed against another person;
- Sexist, racist, homophobic, transphobic, or otherwise discriminatory language or displays;
- Personal insults, particularly those related to gender, age, sexual orientation, race, religion, or disability;
- Unofficial photography or recording deemed inappropriate, harassing or offensive by the subject(s);
- Sustained disruption of Event personnel or programming through abusive, badgering or baiting arguments, whether during a session or otherwise;
- Failure to obey the Event venue's rules, regulations and/or emergency instructions.

This list is not intended to be all-inclusive, but rather to provide examples of unacceptable behavior.



## Guidelines/Code of Conduct Space Foundation Events

### Consequences of Unacceptable Behavior

Unacceptable behavior will not be tolerated. Anyone asked to stop unacceptable behavior shall comply immediately.

The Space Foundation may take any action it deems appropriate, including warning or removing the offender from the Event(s) and any of its associated outlets. No refund, in whole or in part, will be considered or provided. The Space Foundation, in its sole discretion, may temporarily or permanently ban the offender from future Events and any of its programming and activities.

### What to do if you witness or are subject to Unacceptable Behavior

If you are subjected to unacceptable behavior, notice that someone else is being subjected to unacceptable behavior, or have any other concerns, please contact the Space Foundation at your earliest opportunity. You may do so by email to [CustServ@SpaceFoundation.org](mailto:CustServ@SpaceFoundation.org) or via telephone to 1.800.691.4000. A member of the Space Foundation leadership team will respond as soon as possible.

Urgent or time-sensitive matters may be directed to Kathy Vinson, VP – Operations, at [KVinson@SpaceFoundation.org](mailto:KVinson@SpaceFoundation.org) or 719.339.8007.

Specific to Space Foundation's annual Space Symposium event at The Broadmoor in Colorado Springs, Colorado, you may contact The Broadmoor's Security Office at 719.577.5785 (or 5100 from any Broadmoor House Phone).

While every effort will be made to keep confidential the details of a report, the Space Foundation in its sole discretion and as necessary and appropriate, reserves the right to report details to the designated contact for the venue and/or any involved co-sponsor or vendor, as well as to any involved law enforcement officer(s).

### Waiver and Severability

If any portion of these Guidelines are deemed unenforceable by a court of law, the remainder will remain in force and the unenforceable provision will be revised as needed to reflect the original intent. Any failure to enforce these Guidelines in a particular situation shall not be deemed to be a waiver of the specific guideline involved or these Guidelines in general, which shall remain in full force and effect.

### Inspiration

These Guidelines/Code of Conduct result from the Space Foundation's commitment to create and nurture a welcoming, respectful, and collaborative community.

We thank our Participants for sharing in and inspiring this commitment and welcome any feedback.