

American College of Clinical Pharmacology®
Non-discrimination and Anti-harassment Policy & Procedure

The American College of Clinical Pharmacology® (ACCP) is committed to maintaining an environment in which all individuals are treated with respect, professionalism and dignity. Each Member has the right to engage and participate as a Member of ACCP in a professional and respectful atmosphere that promotes equal engagement opportunities and prohibits unlawful discriminatory practices, including harassment. ACCP expects that all relationships among persons, including Staff, Officers, Regents, Members and ACCP event attendees will be business-like and free of bias, prejudice and harassment. It is expected that those participating in such ACCP activities or events will at all times exercise the highest level of professional respect and courtesy toward other participants or attendees.

This policy has been enacted by the ACCP Board to ensure that all Staff, Officers, Regents, Members and ACCP event attendees can actively participate in ACCP's activities in an environment free from unlawful harassment, discrimination of any kind, retaliation and other forms of inappropriate and/or offensive or disrespectful conduct. The Board of Regents will make every reasonable effort to ensure that all concerned are familiar with these policies and are aware that any complaint in violation of such policies will be addressed.

Any Staff, any ACCP Officer, Regent, Member or ACCP event attendee who has questions or concerns about this policy should address comments to the ACCP President, its Executive Director or ACCP's Board of Regents, which will involve legal counsel, as appropriate.

This policy should not and may not be used as a basis for excluding or separating individuals of a particular gender, gender preference, gender orientation or expression or any other protected characteristic from participating in any ACCP activities or programs. The law and the policies of the ACCP strictly prohibit disparate treatment on the basis of gender, gender preference, orientation or expression or any other protected characteristic with regard to participation in ACCP governance, volunteer or member activities or other ACCP meetings or conferences. The prohibitions against harassment, discrimination and retaliation are intended to complement and further those policies, not to form the basis of an exception to them.

Equal Engagement Opportunity

It is the policy of the ACCP to ensure equal opportunity to participate as an ACCP Officer, Regents Member, or ACCP event attendee without discrimination or harassment on the basis of race ethnicity, color, religion, gender, gender preference, gender orientation or expression, age, disability, marital status, citizenship, national origin, genetic information or any other characteristic protected by law. ACCP strictly prohibits any such discrimination or harassment.

Retaliation

The ACCP encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of the ACCP to promptly and thoroughly investigate such reports. The ACCP prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

Sexual Harassment

Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, "sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature, including when such conduct has the purpose or effect of unreasonably interfering with an individual's performance or work as a volunteer or creating an intimidating, hostile or offensive work or volunteer activity environment.

Title VII of the Civil Rights Act of 1964 recognizes two types of sexual harassment: a) quid pro quo, and b) hostile work or volunteer environment. Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body,

sexual prowess or sexual deficiencies or preferences; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace or at association events or meetings of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

Harassment

Harassment based upon any other protected characteristic is also strictly prohibited. Under this policy, harassment may be verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, gender, gender preference, gender orientation or expression, national origin, age, disability, marital status, citizenship, genetic information or any other characteristic protected by law, or that of the individual's relatives, friends or associates, and that: a) has the purpose or effect of creating an intimidating, hostile or offensive work, volunteer or meeting environment, b) has the purpose or effect of unreasonably interfering with an individual's work or volunteer performance or meeting participation c) otherwise adversely affects an individual's employment, volunteer opportunities, or d) adversely affects an individual's participation in an ACCP sponsored event, activity or conference.

Harassing conduct includes, but is not limited to, epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is placed on walls or elsewhere at an ACCP event or meeting or using ACCP equipment by e-mail, phone (including voice messages), text messages, social networking sites, applications or other means.

Unconscious Bias

It is also incumbent upon all ACCP Staff, Officers, Regents and Members to be and remain at all times aware of the potential for "unconscious bias" and to use every good faith effort to avoid the same. This manner of bias may occur in any setting and for a variety of reasons too complex to address here. It may occur in the form of biased treatment of and/or in communications and interaction with others who work, serve or volunteer with the ACCP. The key element here is to be aware that such "unconscious bias" exists and to endeavor to avoid it and treat all those associated with the ACCP with professionalism, courtesy and respect.

Individuals and Conduct Covered

These policies apply to all ACCP Staff, Officers, Regents and Members, including those attending and participating in ACCP meetings or events. Conduct prohibited by these policies is unacceptable in the ACCP's business, volunteer or meeting environments and will be dealt with accordingly.

Reporting an Incident of Harassment, Discrimination or Retaliation

ACCP encourages reporting of all perceived incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe that they have been the victim of such conduct should discuss their concerns with the ACCP Executive Director, an Officer or a Regent on the Board. In addition, the ACCP encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and to request that it be discontinued. Often this action alone will resolve the problem.

Complaint Procedure

Upon review of the facts, the Executive Director, Officer or Regent may refer the matter to the ACCP Board of Regents for further consideration and action, including notifying legal counsel.

The ACCP encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, while no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment. Reported allegations of harassment, discrimination or retaliation will be investigated. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. The ACCP will maintain confidentiality throughout the

investigative process to the extent consistent with adequate investigation and appropriate corrective action, defined as per the ACCP ByLaws or the guidance of legal counsel.

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately, defined as per the ACCP ByLaws or the guidance of legal counsel. Responsive action may include, but is not limited to, suspension or termination of ACCP membership, censure, removal from office in the case of an ACCP Officer or Regent, removal from a volunteer leadership position or revocation or suspension of the privilege of attending or participating in ACCP events or activities. The decision of the Board of Regents on such matter will be final.

Unfounded, false and/or malicious complaints of harassment, discrimination or retaliation (as opposed to complaints that, even if erroneous, are made in good faith) may be the subject of appropriate disciplinary action, including, but not limited to, suspension or termination of membership, removal from office in the case of an ACCP Officer or Regent, removal from a volunteer leadership position or revocation or suspension of the privilege of attending or participating in ACCP events or activities.

Adopted by the ACCP Board of Directors on July 29, 2020.