

International Bridge, Tunnel & Turnpike Association
Code of Conduct for Participants in IBTTA Activities
Adopted by the IBTTA Board October 18, 2022

The International Bridge, Tunnel and Turnpike Association is committed to the principles of diversity, inclusion, integrity, civility, and respect in all of our activities. We look to you to be a partner in this commitment by helping us to maintain a safe, professional, and cordial environment.

All forms of discrimination, harassment, bullying, and inflammatory statements are prohibited in any IBTTA activity. This policy applies to all participants in all settings and locations in which IBTTA work and activities are conducted, including but not limited to committee meetings, workshops, summits, conferences, virtual meetings, and other work and social functions where employees, members, volunteers, sponsors, vendors, or guests are present.

This Code of Conduct extends to members, or member agencies, that mention and/or tag IBTTA in any of its social media posts on any of the various social media platforms, or any member or member agency that attends a non-IBTTA sponsored function as an official representative of IBTTA.

Discrimination is prejudicial treatment of individuals or groups of people based on their race, ethnicity, color, national origin, sex, sexual orientation, gender identity, age, religion, disability, veteran status, or any other characteristic protected by applicable laws.

Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that creates an intimidating, hostile, or offensive environment.

Other types of harassment include any verbal or physical conduct directed at individuals or groups of people because of their race, ethnicity, color, national origin, sex, sexual orientation, gender identity, age, religion, disability, veteran status, or any other characteristic protected by applicable laws, which creates an intimidating, hostile, or offensive environment.

Bullying is unwelcome, aggressive behavior involving the use of influence, threat, intimidation, or coercion to dominate others in the professional environment.

Inflammatory statements are remarks directed to or about any individual that have the effect of demeaning, diminishing, marginalizing, ostracizing, or slandering that individual.

REPORTING AND RESOLUTION

If you experience or witness discrimination, harassment, bullying, or inflammatory statements, you are encouraged to make your unease or disapproval known to the individual at the time

the incident occurs—only if you are comfortable doing so. You are also urged to report any violation of this policy and incident you witness by:

- Reaching out to an IBTTA employee involved in or at the site of the IBTTA activity where the member or volunteer is participating. The IBTTA employee will then file a complaint with the IBTTA Human Resources Representative.
- Using the anonymous and confidential reporting system on IBTTA's website here: <http://www.lighthouse-services.com/ibtta>

Complaints should be reported as soon as possible after an incident. To ensure the prompt investigation of the incident, the complainant should provide as much information as is possible, such as names, dates, locations, and steps taken. The IBTTA Human Resources Representative will promptly address the alleged violation in consultation with the General Counsel.

If an investigation results in a finding that an individual has committed a violation, IBTTA will take the actions necessary to protect those involved in its activities from any future discrimination, harassment, bullying, or inflammatory statements, including in appropriate circumstances **the removal of an individual from current IBTTA activities and a ban on participation in future activities**. Notwithstanding the above, IBTTA reserves the right to take immediate action, including removal of any individual from an IBTTA activity, prior to any investigation, as IBTTA deems necessary or appropriate.

ANONYMOUS AND CONFIDENTIAL REPORTING

Information contained in a complaint is kept confidential to the extent possible while allowing for an investigation, and information is revealed only as necessary or expedient. IBTTA will not retaliate or tolerate retaliation against anyone who makes a good faith report of discrimination, harassment, or bullying.

NOTE: The application of this Code of Conduct is wholly within the discretion of IBTTA. By adopting this Code of Conduct, IBTTA is not assuming a legal duty to any member or other event participant. IBTTA is not responsible for the actions of attendees and other persons at IBTTA events.