

## Event Code of Conduct

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Adopted by the Board of Directors, April 16, 2026

By attending or participating in an Appraisal Institute official or sponsored event, meeting, educational offering, conference, gathering, activity, webinar, virtual offering, committee, project team, workgroup, planning session, discussion forum, or other offering (whether in-person, virtual, public or private) (each referred to herein as an “Event”), you agree to abide by this Event Code of Conduct (“Code of Conduct”) at all times during the Event and any Event-related discussions, gatherings or other activities.

The Appraisal Institute (“AI”) is committed to providing a safe, productive, welcoming, vibrant and inclusive environment for its members, speakers, presenters, guests, sponsors, volunteers, exhibitors, service providers, attendees, staff and others participating in or attending AI’s Events (collectively referred to as “Participants”).

We require our Events to be respectful, harassment-free environments for Participants of all races, ages, ethnicities, socioeconomic status, gender, identities, sexual orientation, abilities, nationalities, and beliefs. We have zero-tolerance for any form of discrimination, harassment (including but not limited to sexual harassment), or bullying in any form at, during, or in connection with AI’s Events for any reason, including on account of a person’s age, ancestry, color, disability or handicap, national origin, socioeconomic status, country of origin, race, religion, gender, sexual or affectional orientation, gender identity, spiritual beliefs, health history, language, legal status, appearance, matriculation, political affiliation, marital status, veteran status, or any other characteristic protected by law (each a, “Protected Characteristic”). Participants are required to adhere to these principles and respect others.

Participants are expected to exercise consideration and respect in their speech, dress, and actions. Accordingly, Participants must:

- Keep conversations professional, respectful and consider other parties’ points of view. In short, don’t make it personal. Passionate conversations are part of solving problems. Disagreements happen all the time and are necessary to consider difficult questions.
- Remember that the boundaries of good taste, humor, personal space and physical interaction differ from person to person; if you sense someone feels uncomfortable—whether they explicitly state it or not—be respectful of those boundaries.
- Refrain from demeaning, discriminatory, bullying or harassing behavior.

Unacceptable behavior includes, without limitation:

- Discriminatory, derogatory, or harassing jokes, language, comments or posts based on a Protected Characteristic.

- Posting or displaying sexually explicit or violent material.
- Disruption of any kind of or during an Event.
- Physical assault, physical intimidation, or stalking.
- Unwelcome sexual attention (including sexualized comments or jokes, inappropriate touching, groping or unwelcome sexual advances or conduct).
- Advocating for, or encouraging, any of the above behavior.
- Other behavior, actions or activities deemed disruptive, offensive, unacceptable, or contrary to the best interests of AI, the Event, or other Participants (as determined by AI in its sole and absolute discretion).

In addition, the following rules apply to all AI Events:

- Presentations, postings, comments, actions, and messages may not contain political messages, inflammatory statements, or non-AI solicitations for products or services, such as promotional materials, special offers, job offers, product announcements, or solicitation for services. AI reserves the right to remove such messages and potentially ban the source(s) of such solicitations from its Events.
- Participants may not record, copy, photograph or take screen shots of presenter slides, other Participants, presenters, the Q&A or any chat room activity that takes place in the Event's in-person or virtual spaces.
- All Participants must comply with the instructions of the moderator and/or Event staff.

***If you are a victim of sexual assault or other crime (or believe you are a witness to a crime), you are urged to call 911 and/or contact venue security immediately (as applicable).*** In addition, if you experience or witness incidents of behavior that violate this Event Code of Conduct, we ask that you immediately inform us at [hrdepartment@appraisalinstitute.org](mailto:hrdepartment@appraisalinstitute.org).

### **Responsible Drinking**

Alcoholic beverages may be served at some Events. AI expects Participants at our Events to drink responsibly and behave professionally. AI and Event staff have the right to deny service to Participants for any reason and may require a Participant to leave the Event.

### **Personal Safety and Security**

AI works diligently to provide a safe and secure environment at its Events by working with venue staff to make sure meeting participants are safe. We ask that all Participants report any questionable or concerning activity to AI or venue staff so that they can take appropriate action. No concern is too small; if you see something, say something. In addition:

- Be aware of your surroundings at all times.
- Use the buddy system when walking to and from Events during early or late hours.
- Do not wear your meeting badge on the street. Take it off as soon as you leave the building/venue.
- Do not carry a lot of cash or credit cards. Leave valuable items in your hotel room safe.
- Do not leave personal property unattended anywhere at any time.

AI reserves the right to (i) take disciplinary or any other action it deems necessary and appropriate, including immediate removal from an Event without warning or refund, in response to any incident of unacceptable behavior or other violation of this Code of Conduct, and (ii) prohibit attendance or participation in future AI Events.