

## Purposes of the Policy

Professional conduct and professionalism are of the utmost importance in the legal profession. Attending quality continuing education events is a key component of maintaining competency as an attorney. An effective learning environment must also be safe and distraction free. Therefore, Trial Guides strives to provide the safest and best learning environment for all seminar attendees, and this policy establishes the standards of behavior for presenters, attendees, sponsors and exhibitors alike.

## Standards for Professional Conduct

Professional behavior and professionalism is a critical component to providing the best learning environment for Trial Guides attendees. All Trial Guides attendees, presenters, sponsors, staff and exhibitors are expected to demonstrate high standards of professional behavior in all event settings. Inappropriate, insulting, demeaning, or threatening behavior will not be tolerated. Examples of professional behavior include, but are not limited to, the following:

### 1. Integrity, Honesty and Trustworthiness

- a. Act with honesty and truthfulness.
- b. Comply with the Rules of Professional Conduct and the Continuing Legal Education regulations of your jurisdiction(s).
- c. Demonstrate integrity in professional relationships with fellow attendees, Trial Guides staff, exhibitors, sponsors and presenters.

### 2. Respect for All

- a. Display appropriate respect for all present at the event, regardless of culture, race, color, religion, sex, sexual orientation, gender identity, age, national origin, or disability.
- b. Avoid all harassing behaviors including, but not limited to:
  - i. Commenting or staring at the body parts of another,
  - ii. Discussing sexual activity,
  - iii. Telling jokes of a sexual or ethnic nature,
  - iv. Making what could be reasonably determined to be inappropriate comments based on a person's race, color, religion, sex, sexual orientation, gender identity, age, national origin, or disability,
  - v. Disrupting the presentations in any manner,
  - vi. Intimidating, threatening or menacing another person,
  - vii. Physically assaulting or harming another person,
  - viii. Using racial, ethnic or other slurs,
  - ix. Viewing or displaying images, video or audio that may be reasonably perceived as sexually explicit or pornographic, and/or
  - x. Making unwanted sexual advances.

## Standards for a Safe Environment

### 1. Drug Free Learning Environment

- a. Trial Guides provides a drug-free learning environment to ensure the safety of all attendees, presenters, sponsors, staff and exhibitors.
  - i. Attendance at the event while impaired by alcohol, drugs, or other illicit substances of any kind is prohibited.
    1. The final judgement as to whether a person is impaired shall be made by Trial Guides staff present at the event.
    2. A person need not fit the legal definition of “impaired” to be considered impaired by the Trial Guides staff.
  - ii. Possession, trade or sale of drugs, or other illicit substances during the event is also prohibited.
- b. Substance abuse and addiction is of acute concern to the legal profession, and as a result, Trial Guides will make no exception to this policy.

### 2. Weapons-Free Learning Environment

- a. Trial Guides provides a weapons-free learning environment for the safety of all attendees, presenters, sponsors, staff and exhibitors.
  - i. Trial Guides prohibits the possession of firearms and weapons regardless of any license or permit that an individual may have which would otherwise authorize the individual to carry firearms or weapons.
  - ii. A weapon is defined as any instrument of attack.
- b. Weapons have no place at a continuing legal education event, and Trial Guides will make no exception to this policy.

## Consequences for Violation of this Policy

The consequences of violating any portion of this policy will result in:

- expulsion from the event without refund,
- notification to your firm/employer and to your bar association(s) regarding your violation of these rules, and
- withholding of the continuing education certificate.

Further, at the sole discretion of the Chief Executive Officer of Trial Guides, violators may be banned from all future Trial Guides events.