



JAM CODE OF CONDUCT

1. Purpose. In order to provide all participants at Jenzabar's Annual Meeting ("JAM") with the opportunity to benefit from the event, Jenzabar is committed to providing a friendly, safe, supportive and harassment-free environment for all JAM attendees and participants. This code of conduct outlines Jenzabar's expectations for all JAM attendees and participants. Cooperation is expected from everyone, and Jenzabar will actively enforce this code throughout the event. Violations are taken seriously.

2. Unacceptable Behavior. Jenzabar does not tolerate harassment of, or by, JAM attendees or participants in any form. Harassment includes offensive verbal or written comments, and negative behavior, either in real or virtual spaces, including behaviors and/or statements, either written or oral, which are related to or are based upon gender, age, sexual orientation, gender identity, gender expression, disability, physical appearance, body size, race, ethnicity, religion or other group identity. Harassment also includes display of sexual images in public spaces, deliberate intimidation, inappropriate language, stalking, following, harassing or unwanted photography or recording, sustained disruption of talks or other events, and unwelcome physical contact or sexual attention.

3. Consequences of Unacceptable Behavior. If a JAM attendee or participant, in either real or virtual space, engages in inappropriate, harassing, abusive or destructive behavior or language including also any acts that violate any of the policies of any hotel or facility hosting JAM, Jenzabar will, in its sole discretion, determine and carry out the appropriate course of action, which may include warning the offender, speaking to the offender's manager or employer, expulsion from JAM with no refund, and/or banning the offender from future Jenzabar events.

All participants are expected to observe these rules and behaviors in all JAM venues, including online venues and social events. JAM participants seek to learn, network and enjoy themselves in the process, free from any type of harassment. Please participate responsibly and with respect for the rights of others.

4. What to Do. If you are being harassed, notice that someone else is being harassed, or have any other concerns about an individual's conduct, please follow the incident reporting procedures below. Event security and/or local law enforcement may be involved as appropriate based on the specific circumstances. To report an incident or problem to Jenzabar during JAM, do one of the following depending on the level of urgency:

- Contact a member of the JAM team;
- Call or email the JAM Event Manager, Mary Ellen Quinn at 617.492-9099 x253 or MaryEllen.Quinn@Jenzabar.com;
- Report the incident in person at the JAM team office; or
- File a written complaint at the JAM information desk.