

## **Policies**

Last updated 5/7/2026.

### **Purpose**

ASM International (“ASM”) is committed to putting on events (“ASM Events”) which provide a professional environment that is free from harassment and discrimination in which all individuals at an ASM Event, including but not limited to employees, volunteers, contractors, attendees, and exhibitors (“Affected Persons”), are treated with respect and dignity. This policy and the terms and conditions contained herein (“Event Policy”) applies to conduct by all Affected Persons at any event put on or substantially supported by ASM.

### **Language**

All presentations at the conference will be presented in English. Simultaneous translation will not be provided.

### **Audio and Video Recording of Technical Paper Presentation/Sessions Exhibits**

Recording of sessions (audio, video and still photography, etc.) intended for personal or commercial use, distribution, publication, and/or copyright without the express written consent of ASM and the individual authors or exhibitors is strictly prohibited.

### **Policy on Cellular Phone Usage**

In consideration of fellow event attendees and presenters, ASM kindly requests your cooperation in minimizing disturbances which may occur during technical sessions. We ask that cellular phones or other electronic devices be placed in “silent mode” while you are in the meeting rooms. Please step outside the meeting room if you need to have a conversation.

### **Videos and Photos for ASM Use**

Attendance at an ASM Event implies the Affected Persons consent to be photographed, filmed and/or otherwise recorded by ASM for use on the ASM website, in marketing, and/or in news publications. Please note that no technical presentations, panels, or instructors will be recorded without the prior consent of ASM and/or the presenter.

### **Attendees with Disabilities**

In accordance with the Americans with Disabilities Act (ADA) of 1990, ASM and its hosts are strive to accommodate all of our guests with special needs. If a disability requires that you have access to modified housing, transportation or other assistance, please inform the venue and/or conference staff.

## **ASM Prevention of Harassment and Discrimination**

ASM believes that everyone should be afforded an environment free of unlawful harassment or discrimination. Harassment is a form of misconduct that threatens, intimidates, or demeans a person. Discrimination refers to different treatment for similarly situated parties, especially when no legitimate reason appears to exist. ASM strives to maintain an environment that fosters mutual respect and promotes harmonious, productive professional relationships. Actions, words, jokes, or comments based on an individual's sex/gender, race, color, national origin, ancestry, age, religion, disability, sexual orientation, gender identity, genetic information, military/veteran status, lactation/breastfeeding, pregnancy, childbirth and related medical conditions, or any other classification protected by federal, state, or local laws and ordinances is prohibited and will not be tolerated.

ASM's [Prevention of Harassment and Discrimination Policy](#) applies to all individuals involved with ASM, including employees, vendors, exhibitors, customers, event attendees, contractors, officers & trustees, committee members, volunteers and members.

### **Sexual Harassment**

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal, visual or physical conduct of a sexual nature.

This definition includes many forms of offensive behavior including gender-based harassment of a person of the same sex as the harasser.

Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, that is personally offensive, and that debilitates morale.

### **Other Prohibited Harassment**

ASM prohibits harassment on the basis of sex/gender, race, color, national origin, ancestry, age, religion, disability, sexual orientation, gender identity, genetic information, military/veteran status, lactation/breastfeeding, pregnancy, childbirth and related medical conditions, or any other classification protected by law. While it is not easy to define precisely what harassment is, it certainly includes slurs, epithets, threats, derogatory comments, unwelcome jokes, teasing and other similar verbal or physical conduct.

Examples of conduct that may be harassment in violation of this policy and/or the law include but are not limited to hostile or demeaning behavior, repeated verbal abuse, bullying, uninvited physical contact, such as touching, patting or pinching, display of suggestive objects or pictures or jokes or remarks based upon sex/gender, race, color, national origin, ancestry, age, religion, disability, sexual orientation, gender identity, genetic

information, military/veteran status, lactation/breastfeeding, pregnancy, childbirth and related medical conditions, or any other classification protected by law.

If you experience or witness what you believe to be harassment or discrimination in violation of this policy, ASM encourages you to report it immediately to ASM on-site staff or the ASM registration desk. You may also report such conduct to the Ethics Hotline, the information for which is found below under the 'Complaints and Concerns' section.

Anyone who is working for, or otherwise acting on behalf of, ASM is required to report all allegations of unlawful harassment to their supervisor, ASM Human Resources, or the ASM Executive Director immediately. All allegations of unlawful harassment or discrimination will be promptly and thoroughly investigated. To the extent possible consistent with a thorough investigation, ASM will keep any reports of harassment or discrimination made under this policy confidential. ASM will take appropriate corrective action to stop any harassing or discriminatory conduct. Anyone found to have engaged in any form of harassment or discrimination in violation of this policy will be dealt with appropriately.

ASM prohibits any retaliation against anyone who brings forward in good faith a complaint of harassment or who speaks as a witness in the investigation of a complaint of harassment or discrimination.

### **Complaints or Concerns**

If an Affected Person has a complaint or concern with ASM, including but not limited to, harassment or discrimination, Affected Person may contact ASM International through phone at 440-671-3780 or email [legal@asminternational.org](mailto:legal@asminternational.org).

Hotline for anonymous complaints concerning ethics or conduct:

- [SAFEHOTLINE.COM](https://www.safehotline.com)
- OR BY CALLING OR TEXTING: 1-855-662-SAFE
- ASM ID Number **7446018727**
  - \*\*This ID Number is required to submit a report

### **Liability**

To the maximum extent permitted by law, ASM has no liability to Affected Persons whatsoever in contract, tort (including negligence), statute or otherwise for conduct of an

Affected Person, nor for any injury or illness that occurs at an ASM Event that is not the result of ASM's gross negligence or willful misconduct.

### **Changes**

ASM may make changes to this Event Policy from time to time. ASM will not be required to notify each individual Affected Person directly, rather ASM will notify Affected Persons of these changes by posting a new Event Policy on this page. You are advised to review this Event Policy periodically for any changes. Changes to this Event Policy are effective when they are posted on this page.

### **Website Terms of Use and Privacy Policy**

Information concerning the ASM International website Terms of Use and Privacy Policy can be found here: <https://www.asminternational.org/legal>