



# Code of Conduct

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The Fanconi Cancer Foundation (FCF) strives to create a welcoming and thriving environment for all of our FA family and stakeholders. In order to ensure that every member of the Fanconi anemia (FA) community is respected and supported, we've adopted some general guidelines to be implemented at all FCF-sponsored events and in online FA groups managed by FCF.

## OUR MISSION

Our mission is to improve the lives of people affected by Fanconi anemia and associated cancers worldwide by funding exceptional research and empowering our community.

## OUR PLEDGE

We value diversity and inclusiveness in the FA community, and encourage participation by fostering an open and welcoming environment. We as staff of the organization pledge to keep our FA community respectful and inclusive.

By participating in any FCF-sponsored event or online forum, you pledge to keep our FA community an open and welcoming experience for everyone, regardless of race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, appearance, education, political affiliation or socioeconomic status.

## OUR STANDARDS

### *Expected Behavior*

The following behaviors are expected and requested of all FA community members:

- Using welcoming and inclusive language.
- Exercising consideration and respect in your speech and actions.
- Being inclusive of differing viewpoints and experiences.
- Refraining from demeaning, discriminatory, or harassing behavior and speech.
- Being mindful of your surroundings and of your fellow FA community members.
- Alerting FCF staff if you notice a dangerous situation, someone in distress, or violations of this Code of Conduct, even if they seem inconsequential.

### *Unacceptable Behavior*

The following behaviors are unacceptable at any and all FCF-sponsored events and online forums:

- Violence, threats of violence or violent language directed against another person.
- Sexist, racist, homophobic, transphobic, ableist or otherwise discriminatory jokes and language.
- Posting or displaying sexually explicit or violent material.
- Posting or threatening to post other people's personally identifying information.
- Personal insults, particularly those related to gender, sexual orientation, race, religion, political affiliation or disability.
- Inappropriate photography or recording.
- Abuse or illegal use of alcohol or drugs.

- Smoking of any kind. Smoking products include but are not limited to cigarettes, vape pens and/or cigars.
- Inappropriate physical contact.
- FCF sponsored events often include the participation of minors. Any use of suggestive language, or otherwise inappropriate, offensive, or degrading communication towards minors, including but not limited to texting, instant messaging, and/or phone calls, will not be tolerated.
- Unwelcome sexual attention. This includes but is not limited to sexualized comments or jokes, inappropriate touching, groping and/or unwelcomed sexual advances.
- Deliberate intimidation, stalking or following (online or in person). Sustained disruption of FA community events, including talks and presentations.
- Any and all bullying behavior. This includes but is not limited to inflicting inappropriate verbal, physical or exclusive behavior, either directly or indirectly, towards another person(s).
- Advocating for, or encouraging, any of the above behavior.

## **WEAPONS POLICY**

No weapons will be allowed at FCF-sponsored events. Weapons include but are not limited to guns, explosives (including fireworks), large knives such as those used for hunting or display, as well as any other item used for the purpose of causing injury or harm to others. Anyone seen in possession of one of these items will be asked to leave immediately. FA community members are further expected to comply with all state and local laws on this matter.

## **SCOPE**

This Code of Conduct applies both within FCF event spaces and in public venues when an individual is representing FCF or the FA community. Examples of such representation include but are not limited to using an official FCF email address, posting via an official FCF social media account, or acting as an appointed FCF representative at an online or offline event. Representation of a FCF event or project may be further defined and clarified by FCF staff.

## **OUR RESPONSIBILITIES**

FCF has the right and responsibility to remove, edit, or reject comments, posts, and other contributions that are not aligned with this Code of Conduct, or to ban temporarily or permanently any contributor for any behavior that is deemed inappropriate, threatening, offensive, or harmful. Unacceptable behavior from any FA community member will not be tolerated.

## **REPORTING AND ENFORCEMENT**

Instances of abusive, harassing, or otherwise unacceptable behavior as outlined in this Code of Conduct may be reported anytime by emailing FCF Executive Director at [mark@fanconi.org](mailto:mark@fanconi.org). All complaints will be reviewed and investigated by the FCF Executive Director or his/her designee, and will result in a response that is deemed necessary and appropriate to the circumstances. FCF staff is obligated to maintain confidentiality with regard to the reporter of an incident. Further details of specific enforcement policies may be posted separately. FCF staff will ensure that the disciplinary action resulting from any unacceptable behavior is consistent across the board, and is based on the nature of the offense, rather than the position or status of the individual who committed the violation.

## **CONTACT INFORMATION**

Questions regarding this Code of Conduct may be directed to Executive Director, Mark Quinlan: [mark@fanconi.org](mailto:mark@fanconi.org).