



## **DE&I CODE OF CONDUCT AT NYSAR<sup>3</sup>: FACILITATING MORE INCLUSIVE CONFERENCES, WEBINARS, AND MEETINGS**

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### **STATEMENT OF GRATITUDE:**

NYSAR<sup>3</sup>'s DE&I team would like to express our sincere gratitude and appreciation for the knowledge and work of those who created resources to provide to speakers, attendees, and other individuals to highlight opportunities for inclusivity and organizational growth. Their wisdom and experience have made our own efforts possible. We utilized guidelines and recommendations these groups created as the foundation and standard of our own. Thank you to the National Association for Campus Activities (NACA) and the Columbia Business School for creating resources other organizations and individuals may refer to.



"In principle and in practice, NYSAR<sup>3</sup> is committed to providing and promoting a welcoming and inclusive environment with equal opportunities for all within our R<sup>3</sup> community.

We stand in solidarity with all in our diverse community regardless of an individual's functional diversity, age, appearance, ethnicity, gender identity, geographical location, national origin, spoken language, professional level, race, religious or political beliefs or other ideologies, sexual orientation, socioeconomic status, or any other legally protected statuses.

NYSAR<sup>3</sup> acknowledges how communities of historically non-inclusive status have often been affected by social and environmental injustices related to the solid waste and recycling industries. We are committed to providing and promoting tangible practices to confront these inequities by listening, learning, and acting in ways that promote the rights, health, and well-being of all" (NYSAR<sup>3</sup> Solidarity Statement).

What follows are the association's recommendations to fulfill the objectives set forth by the Diversity, Equity, and Inclusion Committee:

- To promote and embody NYSAR<sup>3</sup>'s Diversity, Equity & Inclusion Value and Solidarity Statement.
- To amplify the call for an end to systemic discrimination for any of our diverse R<sup>3</sup> community.
- To promote justice in work practices in all economic, environmental, and social sustainability efforts.
- To promote changes to workplace standards, practices and infrastructure in our R<sup>3</sup> community.

### **UPHOLDING THE COMMITMENT TO SHARING OUR MISSION AND VALUES:**

To fulfill the mission of the Diversity, Equity and Inclusion Committee of, "provid[ing] statewide leadership and advocacy for diversity, equity & inclusion issues and solutions, to promote justice in economic, environmental, and social sustainability efforts for all in the R<sup>3</sup> community of New York State," the following shall be implemented:

The above referenced [DE&I Value and Solidarity Statements](#) and [objectives](#) shall be included in conference, webinar, and meeting announcements, calls for proposals, agendas and programs.

In addition, the DE&I Committee Code of Conduct shall also be referenced in conference, webinar and meeting announcements, calls for proposals, agendas, and programs by presenters and attendees in the following manners:

- DE&I sessions or presentations will include reminders of these statements.
- Trade Show DE&I statement banners will be placed at conference registration or head of meeting tables where viable.
- DE&I banner or statements may be included in the background of meeting leaders in virtual board and committee meetings, and webinars.

### **USE OF INCLUSIVE LANGUAGE**

We will strive to use inclusive language with our conference, webinar and meeting participant interactions at events, in meeting announcements, calls for proposals, agendas, programs, and presentations; and in interactions leading up to these events.



Inclusive language does not exclude anyone based on sexual orientation, age, ability, socioeconomic status, race, and other potentially identifying characteristics. "Inclusive Language reflects a broad range of identities and perspectives that does not stereotype or demean people based on implicit bias and perceptions of personal characteristics or cultural background" (Marketing Partners). It

intentionally and proactively reflects openness towards differences, and creates a safe and neutral space.

Using inclusive language, beginning at check-in/registration, will provide a welcoming atmosphere. By taking this approach, we will honor new perspectives and ideas, and may bring in and retain new members, conference speakers, and conference attendees.

Inclusive language guides will be provided to attendees and speakers at our conferences, meetings, programs, and presentations.

In addition, the use of name tags and IDs will include a place for each participant's pronoun and their chosen name. Examples:

- Conference registration and proposal submittal forms, bios, and name tags
- Board and committee name tags, virtual meeting IDs, webinar IDs

### **ACCOMMODATING ACCESSIBILITY NEEDS:**

We will accommodate accessibility needs to the best of the association's and hosting location's abilities by doing the following:

- Foster and encourage use of the **NYSAR<sup>3</sup> Inclusive Conference, Webinar, and Meeting Presentations Guidelines**.
- Provide all guests with a guided map to note accessibility entrances/exits at the venue.
- Have designated reserved seating available for anyone who may need it.
- Make sure check-in tables, signs and materials are easily accessible and readable.
- Post signage at the registration table if any portion of the event is being recorded and how to access the recording.
- When applicable, include closed captions in visual displays (Columbia Business School).

### **ACCOMMODATING DIETARY NEEDS:**

Include dietary needs forms in event planning, registration tools, and at check-in, such as:

- Multiple choice dietary needs form: Do you have any dietary needs? Examples: Kosher, Halal, vegetarian, vegan, dairy-free, gluten-free, other: enter yours here (Columbia Business School).

### **CONTENT PLANNING AND AUDIENCE ENGAGEMENT:**

Diverse perspectives will be pursued and included in conference, webinar, and meeting planning through the following actions:

- Consideration of conference expenses and development of scholarship opportunities to remove barriers to participate.
- Selection of conference location, accessibility, date, and menus based on potential barriers to participation and member feedback.

- Work with Membership Committee to develop new and authentic relationships with organizations and individuals who have not previously engaged with NYSAR<sup>3</sup>.
- Broad and intentional outreach and selection of diverse and inclusive session topics, speakers, and moderators (Columbia Business School).

## DE&I'S PRESENCE DURING CONFERENCES, WEBINARS AND MEETINGS

DE&I principles and practices will be a regular part of conference, webinar and meetings curricula, as outlined in the **NYSAR<sup>3</sup> Recommendations for Agenda Creation**. This will be accomplished through the following actions:

- Including a DE&I session, presentation, or workshop at all NYSAR<sup>3</sup> conferences.
  - Ensuring facilitator(s) feel comfortable and competent to safely and openly navigate sensitive conversations that may arise (Columbia Business School).
    - Provide support and autonomy to the facilitator to set boundaries with and effectively handle inappropriate or disrespectful behavior.
  - Establish a shared expectation and understanding of the session's intent as all individuals navigate the topic and continue learning (Columbia Business School).
- Conducting or sponsoring regular DE&I related topic webinars.
  - Provide session moderator(s) with panelists' pronouns, phonetic spelling, and any pertinent identification information (Columbia Business School).
- DE&I committee reports shall be presented in all NYSAR<sup>3</sup> board meetings.
- Utilizing all guidelines and suggestions covered in this Code of Conduct.

## COMMUNICATING CLEAR EXPECTATIONS

The NYSAR<sup>3</sup> Board and DE&I Committee will empower event leaders, including event or meeting chairs, presentation moderators, etc. to foster these principles and practices by employing the **NYSAR<sup>3</sup> Inclusive Conference, Webinar, and Meeting Presentations Guidelines**.

The DE&I Committee and/or Conference Planning Committee will also send thank you notes to panelists/keynote/lecturers (Columbia Business School).



- If they incorporated DEI in a specific way, thank them for being candid and open with their responses that helped set the tone for the conversation.

- Solicit suggestions for future speakers and panel content topics to include in the conversation.

### **NYSAR3'S INTERNAL ACCOUNTABILITY**

We will seek participant feedback to hold our organization accountable for actualizing the ideas described in this Code of Conduct. This will be accomplished by:

- Distributing surveys at, or after, conferences, webinars, and Board retreats.
- The surveys shall at a minimum include the items in the **NYSAR<sup>3</sup> DE&I Practices and Principles Survey Template**.
- Continued improvement and expansion of this and other NYSAR<sup>3</sup> documents to reflect industry and organizational changes.

### Works Cited:

AUCD. "Presentation Accessibility." *AUCD*, 2012,

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Columbia Business School, Diversity, Equity, and Inclusion. "Diversity, Equity, and Inclusion Event Planning Checklist." *Columbia Business School*,

[www8.gsb.columbia.edu/sites/default/files/files/Dean\\_DEI%20Checklist\\_FY21.pdf](http://www8.gsb.columbia.edu/sites/default/files/files/Dean_DEI%20Checklist_FY21.pdf), accessed 7

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NYSAR3. "Diversity, Equity, and Inclusion." *NYSAR3*. [www.nysar3.org/page/diversity-equity--inclusion-196.html](http://www.nysar3.org/page/diversity-equity--inclusion-196.html), accessed 28 June 2022.