

Approved September 6, 2023

Precast/Prestressed Concrete Institute

Code of Conduct Violation Inquiry and Review Procedure

Policy Statement No: TBD

This procedure has been developed to ensure that proper steps are taken to provide confidentiality, transparency, communication, and resolution regarding a code of conduct policy inquiry. This Code of Conduct Review procedure outlines the required steps necessary for PCI to effectively collect, review, and manage an official Code of Conduct inquiry.

PCI's Code of Conduct Policy outlines the expectations for all attendees and participants, including all members, guests of members, speakers, vendors, media representatives, commentators, exhibitors, sponsors, staff, and volunteers. By registering for, volunteering at, or attending a PCI event or activity, whether in person or virtually, attendees have implicitly agreed to follow the PCI Code of Conduct. The Code applies to the entire event, including after-hours and off-site activities associated with the event. The PCI Code of Conduct also applies when volunteers are representing PCI on PCI business.

Therefore, all the above-mentioned participants and representatives of PCI will adhere to this policy and the included procedures, if involved in a Code of Conduct violation inquiry. The highest level of dignity and respect will be provided to all those involved with a Code of Conduct Policy Inquiry.

Based on the outcome of the Code of Conduct Inquiry, disciplinary actions may be taken on individuals whose behavior is deemed to have violated the Code of Conduct. Any disciplinary action is on individual professional members or individuals with corporate member companies, not the corporate member companies themselves. In addition, necessary disciplinary actions may be imposed against anyone who retaliates, either directly or indirectly, or encourages others to do so towards any PCI member, volunteer, or staff member who, in good faith, reports a violation of the Code of Conduct.

Reporting Procedure

Any individual who is the subject of harassment or other unacceptable behavior, or any individual who has witnessed such as incident, should notify the PCI President or a PCI HR person

immediately upon occurrence of an incident, or as soon thereafter as practicable under the circumstances and email a written summary of the incident to conduct@pci.org. Individuals reporting an incident are not expected to discuss the matter with the offending party. Upon receipt of a report of harassment or other unacceptable behavior, the incident will be investigated by PCI's legal counsel. Reporting individuals will be asked to provide a description of the incident and may be invited to support any potential investigation by participating in an information gathering interview. All reports will be treated seriously and investigated promptly. Legal counsel shall provide the Executive Committee with a summary of the investigation and a recommendation regarding appropriate sanctions if applicable. Except as required by PCI's bylaws, the Executive Committee's determination will be final.

Potential Sanctions

Individuals engaging in unacceptable behavior may be subject to sanctions based on the severity and nature of the behavior. Such sanctions may include but are not limited to:

- Verbal warning
- Ejection from the event without refund
- Prohibition from future attendance at PCI events
- Removal from PCI leadership positions and/or committee membership if applicable
- Reprimand with permanent documentation in member's file
- Expulsion of membership
- Notification to the offender's employer

The PCI Board of Directors reserves the right to pursue additional measures as it may determine are appropriate.