

## **Safety Plan**

The ORS ISFR 19th Biennial Meeting (the “Conference”) is organized by the volunteers and staff of Orthopaedic Research Society (ORS) and its International Section for Fracture Repair (ISFR). It is funded in part by the National Institutes of Health (NIH).

## **Plan to Promote Safe Environments**

We are committed to providing a friendly, safe and welcoming environment for all. The ORS has set expectations for all those who participate in ORS meetings and activities, as well as the consequences for unacceptable behavior.

**Code of Conduct:** We expect all participants to create safe and positive experiences for everyone. “Participant” in this policy refers to anyone present or participating in an official ORS program, meeting, or event, including staff, volunteer leaders, contractors, vendors, exhibitors, venue staff, members, and all attendees.

Expected Behaviors:

- Exercise consideration and respect in your speech and actions
- Refrain from demeaning or harassing behavior and speech
- Be mindful of your surroundings and of your fellow participants

Unacceptable behaviors for all participants include:

- intimidating, harassing, abusive or demeaning speech or actions by any participant
- harmful verbal or written comments or visual images
- inappropriate use of nudity and/or sexual images
- deliberate intimidation, stalking or following
- sustained disruption of talks or other events
- unwelcomed physical contact

Unacceptable behavior also includes an indirect or direct threat of action against anyone who may report a complaint, and any indirect or direct retaliation associated with the reporting or resolution of a complaint per this Code of Conduct.

## **Reporting Violations of Code of Conduct and Unacceptable Behaviors**

Unacceptable behavior may be reported by any individual with direct knowledge of the incident. This could include the harmed individual(s), witness(es), and/or the alleged aggressor(s). Reporting may be done anonymously, though that may impact the ability of the ORS to investigate the complaint expeditiously. Reporting should be done as soon as possible after the alleged incident.

To report unacceptable behavior, the following online form should be completed, with as much specific information as possible: <https://ors.memberclicks.net/conduct>. Alternatively, or in addition, an email can be sent to [complaint@ors.org](mailto:complaint@ors.org). Lack of complete information should not discourage reporting of unacceptable behavior. If information about an alleged incident is received by an individual second-hand (such as other ORS members, Conference Organizers or ORS staff) from a primary source, that individual is encouraged to:

1. Direct the primary source to report the incident through the online form or via the email address above; or,
2. Fill out the online form or send a message via the email address above on behalf of the primary source, respecting the confidentiality of the primary source if requested.

If a person believes a crime may have occurred at the convention center (now Berlin hotel), that person should contact the on-site security personnel (call +49 30 2902990). If reporting a crime outside the convention center, call the police at 110.

[Information about how to file a complaint with Health and Human Services Office of Civil Rights \(HHS OCR\).](#)

Individuals who have questions, concerns or complaints related to harassment may also contact the HHS Office for Civil Rights (OCR). See OCR’s webpage: <https://www.hhs.gov/ocr/complaints/index.html>).

If you have any questions or need help filing a civil rights, conscience or religious freedom, or health information privacy complaint, you may email OCR at [OCRMail@hhs.gov](mailto:OCRMail@hhs.gov) or call the U.S. Department of Health and Human Services, Office for Civil Rights toll-free at: 1-800-368-1019, TDD: 1-800-537-7697.

Filing a complaint with the conference organizer (ORS) is not required before filing a complaint of discrimination with HHS OCR, and seeking assistance from the conference organizer in no way prohibits filing complaints with HHS OCR.

Participants can also report concerns about harassment, including sexual harassment, to the National Institutes of Health (NIH) as follows:

1. Web form: Use the Grantee Harassment Webform to anonymously share information about potential cases of sexual harassment
2. Email: Send an email to [GranteeHarassment@od.nih.gov](mailto:GranteeHarassment@od.nih.gov)
3. Phone: Call +1 (301) 480-6701

If a person believes a crime may have occurred at the convention center (nhow Berlin hotel), that person should contact the on-site security personnel (call +49 30 2902990). If reporting a crime outside the convention center call the Berlin police at 110.

### **Response to Reports of Unacceptable Behaviors**

The ORS will respond promptly to reports of harassment and unacceptable conduct and will take appropriate action to prevent, stop, and remedy behavior that violates the Code of Conduct (COC). The process includes the following:

- Once the email is received, the COC committee will ask the complainant to complete a standardized intake form if not already done so, to document all allegations, including details such as the date, time, location, involved parties, and nature of the allegation.
- Careful review by the COC committee and the ethics committee are needed to ensure a fair review as well as the safety of all parties involved.
- Ensure all reports are handled with strict confidentiality to protect the privacy of all parties involved.
- The COC committee will meet to review the matter.
- If warranted, an investigation will take place. The society attorney will be contacted for advice where needed.
- Next steps include:
  - Record all actions taken in response to the allegation, including any immediate measures, investigation findings, and final resolutions.
  - Communicate the outcome to the parties involved while maintaining confidentiality.
  - Provide updates as appropriate to ensure transparency and trust in the process.
  - Conduct a post-conference review of all documented allegations and actions to identify any patterns or areas for improvement.

### **Strategy to communicate safety plan to attendees**

#### Pre-Meeting Communication:

- Send detailed emails to all registered attendees prior to the conference. Include a comprehensive document outlining the Safety Plan, key contacts, and emergency procedures.
- Post the Safety Plan on the conference website and mobile app. Make it easily accessible under a dedicated "Safety and Security" section.

#### Onsite Communication:

- On event signage, include key safety points of the Safety Plan near the common areas of the meeting.
- Highlight safety standards at the beginning of the Opening Ceremony on the first day of the event and emphasize the critical aspects of the Safety Plan.
- Make regular public announcements reminding attendees of safety procedures and where to find additional information.

#### Digital Channels:

- Use the event's social media channels to share key safety information and reminders.
- Use push notifications and the event's App to send messages with important safety updates and reminders.

#### Staff Training:

- Ensure all conference staff and volunteers are thoroughly briefed on the Safety Plan and are equipped to assist attendees.
- Show safety measures at the host booth in the exhibit hall since this is a highly visited area throughout the meeting.