

## Code of Conduct for Sponsors of The National Council of Acoustical Consultants

The National Council of Acoustical Consultants (NCAC), in support of its mission of “enhancing the stature and effectiveness of the acoustical consulting profession for the mutual benefit of the member firm and the public,” accepts sponsorship from corporations and organizations that provide financial support for specific NCAC programs and activities. NCAC strives to provide meaningful recognition to its sponsors. However, NCAC does not endorse any individual sponsor or its products and services. In acknowledging sponsorship participation publicly, NCAC does not intend to suggest any such endorsement.

NCAC’s relationships with sponsors must reflect the organization’s integrity and professionalism. NCAC accepts sponsorship only if that sponsorship does not pose a conflict of interest and does not affect the objectivity and independence of NCAC or its member firms. NCAC reserves the right to refuse any sponsorship or advertisement that is contrary to the mission and ethics of the NCAC.

As a condition of NCAC sponsorship, a sponsor must adhere to the following code of conduct. By registering for an NCAC Annual Sponsorship, your company agrees to the following:

### **1. Integrity, Objectivity and Competence**

- a. The sponsor shall conform to all laws and regulations relating to their profession or business and shall not engage in any conduct involving fraud, deceit, bribery, misrepresentation, or dishonesty in their professional or business activity.
- b. The sponsor shall not make misleading, deceptive, or false statements or claims about their products’ performance, or about their firm’s or their individual professional qualifications or experience.
- c. The sponsor agrees that it will not make written or oral references to NCAC sponsorship that directly or indirectly create the appearance that the sponsor has special access to or influence over NCAC policies, leaders, or members.
- d. The sponsor agrees that it will not make written or oral references to NCAC sponsorship that directly or indirectly create the appearance that the sponsor’s products or services are endorsed by NCAC, its leaders, or its members.
- e. The sponsor will project an attitude of courtesy and professional respect for NCAC members, other vendors, and their representatives.
- f. The sponsor will maintain a high degree of integrity in business interactions with NCAC members.
- g. The sponsor agrees that it will not engage in conduct that is contrary to the mission and ethics of NCAC.

### **2. Conference/Meeting Etiquette**

- a. The sponsor shall not solicit business in front of displays not their own. They shall not interrupt or entice meeting attendees away when engaged with another sponsor. They shall train their personnel in the purpose of the sponsorship opportunity and shall teach business etiquette to staff members.
- b. The sponsor shall not discriminate against or harass any conference attendee, staff member or exhibitor because of race, religion, sex, national origin, age, disability, or sexual orientation.
- c. The sponsor shall not have loud music, distracting noises, etc. emanating from their display areas that will interfere with other exhibitors. Sponsors shall not take literature, samples or gifts from, register for the door prizes of, or photograph other sponsors without their express permission.
- d. The sponsor shall refrain from willfully interfering with another sponsor’s activities.

### **3. Resolving Complaints**

- a. The sponsor agrees to work with NCAC to resolve any complaints from its members or the public related to the NCAC Sponsor Code of Conduct. NCAC reserves the right to decline or revoke sponsorship for any reason and at any time. The Sponsor understands that failure to work with NCAC to resolve concerns or complaints will likely lead to revocation of the sponsorship without any compensation or restitution.

Nothing in this Code of Conduct is intended to restrict Sponsors from referring to their relationship with NCAC for the purpose of declaring support for NCAC and its goals, activities, and core values.

