



ASUG Health and Safety Code of Conduct

Current as of 1/25/22

The health, safety, and well-being of our attendees, sponsors, speakers, and staff attending ASUG Best Practices: SAP S/4HANA (“Conference”) is our top priority. We are working diligently with our host venues, the Sheraton Philadelphia Downtown and The Westin O’Hare; our partners; and our vendors to create a safe, healthy environment for all our attendees, exhibitors, and team members.

As national and regional COVID-19 regulations and recommendations continue to evolve with the changing international environment, so do the rules and regulations relating to participation in our events. Therefore, please always check these regularly updated resources below for the very latest information.

- [Centers for Disease Control \(CDC\)](#)
- [World Health Organization \(WHO\)](#)
- [Pennsylvania Department of Health](#)
- [City of Philadelphia COVID-19 Information](#)
- [Illinois Department of Public Health](#)
- [City of Chicago COVID-19 Information](#)
- [Sheraton Philadelphia Downtown](#)
- [The Westin O'Hare](#)
- [Marriott International Commitment to Clean](#)

Currently, attendance at ASUG Best Practices: SAP for S/4HANA requires that all attendees, speakers, exhibitors, guests, and ASUG support staff must be fully vaccinated against COVID-19 before the start of the Conference. ASUG will use the CLEAR verification process to verify vaccination status. More information on how to download the CLEAR application and upload your supporting documents will be shared in February.

Face masks will be required to be worn indoors, regardless of your vaccination status. This mandate is in line with the most recent Centers for Disease Control and Prevention guidelines relating to face-covering requirements.

During the Conference, additional safety measures that will take place are:

- Disposable masks, alcohol wipes, and hand sanitizer will be available at registration.
- Food and beverages will be provided in individual packaging when possible (e.g., wrapped snacks and beverage stations with attendants).

Code of Conduct Compliance

ASUG is dedicated to providing a safe event experience for all participants involved, including attendees, sponsors, vendors, staff, exhibitors, and anyone else present at the Conference. Given that the responsibility of a safe in-person event is equally shared among event organizers, event vendors, event sponsors, and event attendees, ASUG has developed the below code of conduct (“Code of Conduct”) that all Conference participants need to abide by before, during and after the Conference. Given the fluid nature of the situation, ASUG reserves the right to modify this Code of Conduct as it deems appropriate and will notify Conference participants of any such modifications.



20 N. Wacker Drive #1810
Chicago, Illinois 60606
asug.com

memberservices@asug.com
312.321.5142

EXPECTED BEHAVIOR

Before Leaving Home

- Follow relevant guidance provided by the Centers for Disease Control and Prevention (CDC), the World Health Organization (WHO), and your local health authority.
- Adhere to government-issued travel restrictions and guidance issued by the region you will be traveling to and the region you are traveling from.
- Evaluate your own health and that of people you are in close contact with; contact the meeting/event organizers if you have concerns.
- Stay home if you feel sick.

On Site During the Conference

- Following current guidelines issued by the [CDC](#) and [WHO](#), everyone is expected to wear a mask while attending this event to protect yourself and others.
- Also, follow local health authority guidelines for everyday actions to help prevent the spread of respiratory viruses, including:
 - Washing hands often with soap and water, for at least 20 seconds, or using an alcohol-based sanitizer with at least 60% alcohol
 - Avoiding touching eyes, nose, and mouth with unwashed hands
 - Covering your nose and mouth when coughing or sneezing; throwing used tissues in the trash
- Stay in your room and contact ASUG for further instructions if you wake up feeling unwell during the event. Contact ASUG at events@asug.com for further instructions.

After the Conference

Based on current contact-tracing advice from many health authorities, if you test positive for COVID-19 up to 14 days after returning home, please contact ASUG immediately by emailing events@asug.com.

CONSEQUENCES OF UNACCEPTABLE BEHAVIOR



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If a participant fails to follow any of the requirements set forth in this Code of Conduct, ASUG may take any action deemed appropriate depending on the circumstances including, but not limited to, the issuance of a warning to the offending individual, the immediate expulsion of the offending individual from the Conference with no refund, and the disqualification of the offending individual from participating in any future ASUG events

WITNESSING UNACCEPTABLE BEHAVIOR

If at any point you feel unsafe because another Conference participant is not following the Code of Conduct, please contact an ASUG staff member located at the registration desk on site.

CONTACT INFORMATION

To communicate with ASUG before, during, or after the Conference, please contact events@asug.com.