

Accessibility Code of Conduct

All event planners and chapter teams are expected to uphold these principles when coordinating Recording Academy events:

1. Plan With Awareness

- Review the Accessibility Checklist during early planning stages.
- Consider how every attendee — including those with disabilities — will navigate and experience the event.
- Avoid assumptions about what people do or don't need.

2. Default to Inclusion

- Whenever possible, choose formats, tools, and venues that reduce barriers (captioning, accessible routes, clear signage, etc.).
- Treat accessibility as a standard part of event design, not an optional add-on.

3. Communicate Clearly

- Provide accurate, transparent event information so attendees can evaluate their own access needs.
- Notify attendees if accessibility features change or if limitations exist.

4. Respond Respectfully

- Handle accommodation requests with care, urgency, and discretion.
- Partner with the DEI team when additional support or resources are needed.
- Maintain privacy when discussing individuals' needs.

5. Create a Welcoming Environment

- Treat all attendees with respect and dignity.
- Avoid actions or comments that could be perceived as dismissive, minimizing, or ableist.
- Intervene or escalate concerns if someone's experience is being negatively impacted.

6. Be Accountable

- Address accessibility issues proactively during the event.
- Document challenges and improvements for future planning.
- Learn from each event to strengthen our overall accessibility practices.