Achieving the Harvard Business School mission of educating leaders who make a difference in the world requires an environment of trust and mutual respect, free expression and inquiry, and a commitment to truth, excellence, and lifelong learning. Executive Education participants, as members of the HBS community, accept these principles when admitted to a program. In doing so, they agree to abide by our Community Values of respect for the rights, differences, and dignity of others; honesty and integrity in dealing with all members of the community; and accountability for personal behavior. Arising from our Community Values are policies that participants are expected to be familiar with and adhere to.

Class Attendance
Participants are admitted on the understanding with their management that they will be free from company duties during the full period of their program and that they will, therefore, devote their full time to the program. The faculty considers attendance by every participant at every class essential if the program is to make its maximum contribution to the individual and to the group. Accordingly, attendance at all classes, discussion groups and program events is required.

Harvard Business School reserves the right to ask any participant to withdraw who, in the opinion of the faculty, does not meet the required standards in regard to class attendance and participation in the work of the program, or whose personal demeanor is not consistent with the policies and Community Values of the School.

Recording
Participants are not permitted to make audio or video recordings of classroom sessions or program activities in any form without the express, written permission of the faculty member(s) conducting the session, the participants, and the Program/Portfolio Director.

The use of the term "recording" in this policy refers to any images or audio captured by digital or film-based cameras, cellular telephones, hand-held devices, PDAs, pagers, audio tape recorders, or any other digital or film-based device. Participants are not allowed to post photos of other program participants to a publicly viewed domain (including blogs and websites) without the written permission of the participants. This includes images captured during program activities or social events that occur outside of the program schedule.

Harvard Business School may record classroom sessions for the purpose of faculty development. These recordings are for faculty use only.

Sexual and Gender-Based Harassment
Harvard University is committed to maintaining a safe and healthy educational and work environment in which no member of the University community is, on the basis of sex, sexual orientation, or gender identity, excluded from participation in, denied the benefits of, or subjected to discrimination in any University program or activity. Gender-based and sexual harassment, including sexual violence, are forms of sex discrimination in that they deny or limit an individual’s ability to participate in or benefit from University programs or activities.
This policy is designed to ensure a safe and non-discriminatory educational and work environment and to meet legal requirements, including: Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex in the University’s programs or activities; relevant sections of the Violence Against Women Reauthorization Act; Title VII of the Civil Rights Act of 1964, which prohibits discrimination on the basis of sex in employment; and Massachusetts laws that prohibit discrimination on the basis of sex, sexual orientation, and gender identity. It does not preclude application or enforcement of other University or School policies.

The University is committed to responding promptly and effectively when it learns of any form of possible discrimination based on sex. The University responds to reports of sexual harassment, including sexual violence, as part of its efforts to stop the harassment and prevent the recurrence of possible sex discrimination. An individual who has questions or concerns regarding possible discrimination based on sex should contact the Executive Education Title IX Coordinator, Ellen Mahoney, at: emahoney@hbs.edu or 617-495-6758.

The comprehensive policy on sexual and gender-based harassment, as well as procedures for handling complaints, is available for your review.

Discrimination
In accordance with Harvard University policy, Harvard Business School is committed to providing an educational and work environment free from any form of discrimination. The School will not tolerate discrimination on the basis of race, color, sex, sexual orientation, gender identity, religion, age, national or ethnic origin, political beliefs, veteran status, or disability. Discrimination is unlawful and inconsistent with the nature of an academic institution.

For inquiries regarding the discrimination policies for Executive Education, please contact Nancy Dellarocco at 617-496-9753 or ndellarocco@hbs.edu.

Alcohol & Drug Policy
Harvard Business School is a private educational institution dedicated to fulfilling a mission of educating leaders who make a difference in the world. To that end, we maintain facilities and provide appropriate services that create an environment conducive to academic achievement and personal growth.

It is expected that participants will exercise good judgment and take responsibility for their behavior in accordance with HBS Community Values. Participants are asked to be considerate of the rights of others in their use of shared spaces. This includes keeping noise to an appropriate level and being respectful of the space. Participants will be held responsible in case of any property damage.

Treatment and counseling options are available to participants, even on an emergency basis, at University Health Services in Smith Campus Center, located across the Charles River from the HBS campus.

General Campus Alcohol Policy
- No alcoholic beverages may be brought into, served, or consumed at any time in any academic space on campus, including classrooms, hives, and project rooms.
• Only beer and wine is permitted at HBS events, whether formal or informal. Distilled or hard liquor may be consumed only in private living spaces—within a resident's room or living group. It may not be brought into, served, or consumed in any public areas on campus, including residence hall common rooms, main lounges, and other shared spaces.

Alcohol Policy for Campus Residential Facilities (Including Executive Education Residence Halls)
Residence hall common rooms, main lounges, and other shared spaces—including the immediately adjacent outdoor gathering areas—may be used by their respective residents and invited guests for small, informal social gatherings that include responsible alcohol consumption.
• Alcohol consumption must be in adherence with the laws of the Commonwealth of Massachusetts.
• Only beer and wine are allowed in these common spaces (no distilled or hard liquor), and only in reasonable quantities (i.e., cans or bottles) intended for personal consumption. Large quantities of alcohol (i.e., kegs or cases) are not permitted.
• Residents and guests participating in social gatherings must be mindful of noise and impact to neighbors and other community members.
• Residents and guests are responsible for leaving any common space clean after their gathering, including disposing of empty cans, bottles, or cups appropriately (e.g., by recycling).
• Harvard Business School, via HBS Security, HUPD, or other authorized personnel, reserves the right to shut down or break up a gathering if it is determined to be a disruption or hazard (e.g., too large, too noisy, or disorderly conduct).

Please take a moment to review the complete Harvard Business School Alcohol and Drug Policy. The safety and well-being of our community is of the utmost importance, and we appreciate your adherence to this policy.

Smoking
In accordance with Harvard University policy, smoking—including electronic cigarettes (e-cigarettes)—is prohibited inside all Harvard Business School buildings (including your private bedroom) and near building entrances. Participants will be subject to a cleaning fee as a result of smoking indoors.

Commercial Activity
Executive Education at Harvard Business School provides a learning environment where participants work collectively to analyze leadership challenges, collaborate on individual and work-related projects, and develop lifelong professional and social networks. In this unique setting, learning is optimized when the group exhibits trust, confidentiality, and mutual respect. In order to preserve the learning environment of HBS, participants are not permitted, whether through the use of contact information received on fellow participants or otherwise, to conduct commercial activities in which participant solicitation occurs.

Use of Technology
Members of the Harvard community rely on technology in multiple aspects of their work, teaching, research, study, and other activity. In doing so, they use electronic systems, networks, and devices that the University owns, provides, or administers. The University makes these systems available for the purpose of carrying out the University’s various activities. The use of
resources for illegal activities is forbidden; specific sanctions may result from misuse. At Harvard Business School, this limitation includes the use of a School computer to intentionally access, download, and/or display pornographic or obscene materials.

**Digital Millennium Copyright Act (DMCA)**

In compliance with the Digital Millennium Copyright Act, it is illegal to download copyrighted information or materials to your computer without legal permission from the owner. These materials include—but are not limited to—music, films, video productions and any copyrighted document or file that can be conveyed electronically. Those not complying with this law face disciplinary action and, potentially, legal action, fines, and penalties.

**Visitors**

Participants are welcome to invite their sponsors to visit during the program and attend a class. If you have a visitor, please let the program staff know so that the necessary arrangements can be made.

**Pets**

Harvard Business School does not permit animals or pets in its facilities, with the exception of service animals.