



# ARSC Policy on Conduct

## 1. Purpose

1.1. This document presents ARSC's policy on stakeholder conduct. ARSC aims to present a transparent policy that promotes a culture and environment that are safe, compassionate, welcoming, and inclusive.

## 2. Scope

2.1. This policy encompasses all ARSC stakeholders -- regardless of position, rank, or lack thereof, including officers, members, participants, and guests -- in all in-person and online ARSC-sponsored activities, events, and forums.

## 3. Background

3.1. ARSC recognizes and values the differences among its stakeholders and encourages all stakeholders to do the same. ARSC values mutual respect and understanding, and encourages stakeholders to use positive language and encourage one another at both personal and professional levels. Adherence to this policy is needed to help build a sustainable future for ARSC. The best communication and information sharing happens when people with a wide array of experiences and perspectives work together as peers.

## 4. Expectations

4.1. We expect ARSC stakeholders to help create thoughtful and respectful environments where stakeholders interact, which will create a welcoming and compassionate culture of the association. ARSC is dedicated to providing a harassment-free experience for everyone regardless of one's:

- sex,
- race,
- color,
- religious belief or lack thereof,
- political persuasion,
- national origin,
- age,
- veteran status,

- sexual orientation,
- gender identity, or
- disability.

4.2. Harassment can include unwelcome or offensive comments or nonverbal communications related, but not limited, to:

- age,
- appearance or body size,
- employment or military status,
- ethnicity,
- gender identity or expression,
- individual lifestyles,
- marital status,
- national origin,
- physical or cognitive ability,
- political affiliation,
- race,
- religion, or
- sexual orientation.

4.3. Harassment can also include:

- the use of sexual and/or discriminatory images in public spaces (including online),
- deliberate intimidation,
- abuse of this process,
- stalking,
- following,
- harassing photography or recording,
- sustained disruption of presentations or other events,
- bullying behavior,
- inappropriate physical contact,
- *ad hominem* attacks,
- and unwelcome sexual attention.

4.4. This policy is not intended to constrain scholarly presentation, discourse, or debate, as long as they are conducted in a respectful and sensitive manner. If potentially distressing language or imagery is necessary within a scholarly article, presentation, or any ARSC-sponsored events or communication platforms (including but not limited to online forum posts) to accurately represent the subject at hand, the content should be preceded by a warning advising attendees that the article, presentation, or discussion includes content that may be disturbing or objectionable.

4.5. ARSC acknowledges that the terms *harassment* and *offensive* are subjective. In regard to this policy, what is considered harassing or offensive behavior is dependent on the experience of the reporting individual(s) involved in an incident. Each ARSC stakeholder should feel empowered to refer to the *Procedure for Responding to Conduct Incidents*.

4.6. There are small actions we can take to help us meet our expectations of all ARSC stakeholders. Some of these actions include:

- listening as much as we speak and remembering that colleagues may have expertise of which we are unaware;
- encouraging and yielding the floor to those whose viewpoints may be under-represented in a group;
- using welcoming and inclusive language, for instance by honoring personal pronouns and favoring gender-neutral collective nouns;
- accepting criticism graciously and offering it constructively;
- giving credit where it is due;
- seeking concrete ways to make physical spaces and online resources more universally accessible; and
- staying alert to the welfare of those around us.

4.7. ARSC encourages stakeholders to be accountable to one another -- if you feel comfortable doing so, speak up if you see something harmful to others.

4.8. ARSC stakeholders who are asked to stop harassing or intimidating behaviors are expected to comply immediately. Stakeholders who do not comply may be subject to sanctions as outlined in the *Procedure for Responding to Conduct Incidents*.

4.9. ARSC values the presence and constructive participation of all stakeholders in our shared community, and thanks everyone for their attention to the comfort, safety, and well-being of fellow stakeholders. ARSC shall protect those who communicate concerns from any retaliation for such reporting.

## 5. If You Experience a Conduct Incident

### 5.1. Non-Emergency Incidents

5.1.a. At an ARSC conference or event, if you are not in immediate danger but feel that you are being harassed, that someone else is being harassed, or if you have other concerns, please contact the ARSC Executive Director or an ARSC Board member.

5.1.b On site, the Executive Director and Board members may be identified by their name badges. They will assist participants by contacting hotel/venue security or local law enforcement, providing escorts, reporting incidents, or otherwise helping those experiencing harassment to feel safe for the duration of the event.

5.1.c. When in-person communication is not possible, incidents may be reported to the ARSC Executive Director or an ARSC Board member via email, postal mail, or via an online form created and indicated by

conference leadership at the time of the conference. Contact information will be made available on the conference website and in the conference program. All reports and inquiries will be handled in confidence.

## 5.2. Emergency Incidents

5.2.a. If you feel that you are in immediate physical danger at any time during an ARSC conference or event, contact law enforcement by dialing the emergency number specific to geographical location (911 in the U.S. and Canada), or the facility front desk to obtain the emergency number without delay.

5.2.b. After any emergency incident is handled by appropriate authorities, ARSC stakeholders may report the conduct incident to the ARSC Board to be addressed using the *Procedure for Responding to Conduct Incidents*.

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## 6. Document History

This document uses the [DLF Code of Conduct](#) as its basis with additional inspiration from [AMIA](#), ARSC's peer organizations, and the former *ARSC Anti-Harassment Policy* which this document supersedes, and edits and revisions via multiple rounds of ARSC stakeholder input and feedback.

Any future emendations to this policy should follow a transparent procedure.

2023-09-01: Adoption of policy approved by vote of ARSC membership.