

Procedure for Responding to Incidents

Participants at the ARSC Annual Conference, or any other ARSC-hosted discussion or event (held online or in person, including ARSC's listserv and social media pages) who experience harassment may contact a member of the ARSC Board or the ARSC Executive Director (execdir@arsc-audio.org).

Three Board Members and the Executive Director will be the point persons responsible for seeing each complaint through to resolution. This group of members will be tasked with oversight for the most serious issues. If no Board member self-nominates for the positions, the ARSC President will assign Board members to serve. If anyone responding to an incident is involved in the incident of abuse or harassment, that team member will be recused from handling the incident.

This team should meet as soon as possible after a report to discuss: 1) details of the incident, including whether additional information is needed, 2) the appropriate course of action, 3) the person(s) who will administer the course of action, and 4) the timing of when the course of action will be taken. Before the meeting, the ARSC President will inform the alleged harasser that there is a complaint about them, and will invite that person to share their account of the incident.

In determining a course of action, the team's top consideration will be **the safety of ARSC participants from harassment and intimidation**. Any sanctions will be considered in light of whether they provide the safety needed.

If the team agrees that the reported behavior constitutes harassment, the ARSC President will warn the harasser verbally or in writing to stop their behavior, with the understanding that any further reports will result in sanctions.

Participants at the ARSC Annual Conference, or any other ARSC-hosted discussion or event (held online or in person, including ARSC's listserv and social media pages) who are asked to stop harassing or intimidating behaviors are expected to comply immediately.

If the harasser continues the offending behavior, the ARSC President will initiate one or more of the following sanctions, as determined by the team:

1. Requiring that the harasser avoid any interaction with, and physical proximity to, their victim for the remainder of the event
2. Requiring that the harasser immediately leave the event and not return
3. Ending immediately any ARSC responsibilities held by the harasser, such as committee assignments
4. Banning the harasser from future ARSC events or from ARSC-hosted forums (either indefinitely or for a certain time period)

5. Revoking the ARSC membership of the harasser (either indefinitely or for a certain time period)

Following the meeting, the ARSC President will inform the harasser of the action being taken.

All reports will be kept by Executive Director as a part of institutional and process history, for subsequent improvements and further review, for a period of five years, during which they will remain confidential to ARSC Board Members, and after which they will be destroyed by the Executive Director.

It is the policy of ARSC to protect those who communicate bona fide concerns from any retaliation for such reporting. Any person who violates this prohibition against retaliation will be subject to appropriate disciplinary action, which may include suspension or revocation of membership.

The ARSC Board will coordinate during the conference to assist and support attendees with Code of Conduct complaints, defusing confrontations, and other situations which would require the Code of Conduct be referenced or enforced.

The Code of Conduct and Procedures will continue to be reviewed regularly by the Board and will continue to be opened for comment by the membership bi-annually.

This document was compiled based on the Code of Conduct Procedural Policy Guidelines, Association of Moving Image Archivists, (<https://amianet.org/wp-content/uploads/AMIA-Code-of-Conduct-Procedural.pdf>) and the Conference Anti-Harassment/Responding to Reports document, Fandom Geek Feminism Wiki, (http://geekfeminism.wikia.com/wiki/Conference_anti-harassment/Responding_to_reports?action=history).

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