

IAFA Code of Conduct

The following summary statement is to be published on the website and in the program book:

"The IAFA is dedicated to providing a harassment-free conference experience for everyone. Harassment includes but is not limited to offensive verbal comments related to gender, sexual orientation, gender identity or expression, disability, physical appearance, body size, race, ethnicity, political affiliation, or religion; deliberate intimidation, stalking, unwelcome following, harassing photography or recording, sustained disruption of talks or other events; inappropriate physical contact, and unwelcome sexual attention.

We do not tolerate harassment of conference participants in any form. If you are being harassed, notice that someone else is being harassed, or have any other concerns, please contact a member of the conference staff immediately. Conference participants violating these rules may be sanctioned or ejected from the conference at the discretion of the IAFA Executive Board, which reserves the right to take any appropriate action, including formal legal proceedings in accordance with United States Federal laws."

IAFA Anti-Harassment Procedures

These procedures are the step-by-step manual for dealing with harassment complaints. All **IAFA Executive Board** members and conference attendees shall be bound by the rules herein and a formal copy of these procedures is available both on the **IAFA** website and upon request. A statement indicating knowledge of this policy is required as part of the registration process for all **IAFA** events and conferences. All **IAFA** Board members and those reporting to the Board in official conference roles are required to undergo training regarding their roles and responsibilities under this policy. This training will be conducted by the Immediate Past President.

It is understood that if a complaint is made after the official end of the conference, these interviews of **Complainant**, **Subject** and any **Witnesses** will be conducted by phone, Skype or other means of remote communication. The **Procedures Person** identified below will manage this process. All interviews will involve two **IAFA Board Members** and, as much as is practically possible, the same three people will conduct all interviews, with the aim of minimizing the number of people who receive detailed knowledge of the alleged incident.

The procedures may be reviewed from time to time and, upon such review, updated versions will be circulated appropriately.

Who receives complaints?

An initial contact or complaint can be made to any **IAFA Executive Board** member or designated **Responder** (identified by a special badge). The registration desk can assist in arranging access to, including helping with the set-up of a private conversation with, an **IAFA Executive Board** member or designated **Responder** for **Complainants** who are not familiar enough with the conference to know whom to contact. Quiet spaces for interviews include the President's suite and the Boardroom.

How do we handle complaints made at the conference?

Upon initial contact:

The **IAFA Executive Board** member, designated **Responder**, or registration desk worker may, depending on circumstances:

1. Ask whether the **Complainant** needs medical care and call 911 if he/she does.
2. Ask the **Complainant** what can be done to help him/her feel safe in the moment.
3. Ask the **Complainant** to relocate to the designated quiet space or to a quiet space of his/her choosing (such as his/her hotel room, a friend's room, or another private space in the hotel).
4. Invite the **Complainant** to call a partner, friend, or other supporter if he/she doesn't already have one with him/her and explain that the **Supporter** can be present throughout the initial complaint process, although that person should not interfere with the interview process.

5. Explain to the **Complainant** that two formal **Responders** will hear the initial complaint: a **Listener** and a **Procedures Person**, one or both of whom may be those approached or others, depending on the circumstances.
6. Make all arrangements for the meetings and wait with the **Complainant** until all **Responders** are present.

Once the **Responders** have met the **Complainant**

The two **Responders** should first:

1. Identify themselves and their roles (**Listener** and **Procedures Person**) and make certain that the **Complainant** is comfortable with both individuals handling the complaint and vice versa. If there are concerns, they may summon alternates.
2. Determine whether the **Complainant** was the **Target** of the alleged discrimination or a **Witness** thereto.

The **Procedures Person's** role is to:

1. State that the **Complainant** may choose to make an official report and request action or request no action be taken. However, if the alleged action is in clear breach of US federal or state criminal laws or codes, the **IAFA Executive Board** may be required to report such action and will do so if the complaint is borne out.
2. State that, to verify the complaint and decide upon necessary action (if any), the **Responders** may be required to disclose the name of the **Complainant**, or at least the nature of the complaint, to the **IAFA Executive Board**, as well as to **Witnesses** asked to provide information regarding the complaint *should it become an official report*. In addition, *once an official report is made*, the **Responders** may be required to reveal the name of the **Complainant** to the **Subject** of the official report. ICFA will protect the **Complainant's** confidentiality in all other respects.
3. State that if the attending **IAFA Executive Board** members feel that the **Subject** of the report presents a clear and present danger to the **Complainant** or to other attendees—whether the **Complainant** wishes to take action or not—the **IAFA Executive Board** may decide to take appropriate action, including the possibility of removing the **Subject** from the conference.
4. State that there will be no reprisals from the **IAFA** for either making or not making an official report.
5. State that the **Procedures Person** is available to help the **Complainant** if he/she would like support with actions such as:
 1. Involving hotel security (through whom the police can be contacted, if required).
 2. Contacting relevant support providers/hotlines.
 3. Seeking medical treatment via 911 or going to a hospital.
6. Outline possible immediate actions, subject to ratification by a majority of the **IAFA Executive Board**:
 1. Making contact with potential **Witnesses** of the incident, obtaining their consent to be interviewed, and formally noting any relevant information as to the events leading to the alleged harassment and/or discrimination.
 2. Making contact with the **Subject** of the complaint to obtain his/her views and to privately inform him/her that he/she is the subject of a complaint and should therefore consider modifying his/her behavior until the end of the conference.

3. Discouraging all those involved (including Witnesses, IAFA Executive Board members, formal Responders, etc.) from engaging in broader discussion of the Subject of the official report, the Complainant, or the reported incident, either during the conference currently taking place or after the conference ends.
4. Notifying hotel security, if considered appropriate.
5. Notifying local law enforcement, if considered appropriate.
7. State that, as soon as is possible without disrupting the conference program, the **Responders** will convene a small working group of IAFA Executive Board members, including the Procedures Person, and that that group will determine whether and what action should be taken.
8. State that if an official report is made, the Procedures Person and a designated IAFA Executive **Board** member will have to disclose the identity of the **Complainant**, and provide a summary of the official report, to the **Subject** of the official report. If this disclosure is made, the **Procedures Person** and the designated **IAFA Executive Board** member have the collective authority to instruct the **Subject** not to approach the **Complainant**.

The **Listener's** role is to:

1. Confirm that the **Complainant's** immediate needs have been met (ranging from a glass of water to any appropriate medical or other urgent care) and help him/her get anything he/she still needs. All other actions will be delayed until the **Complainant's** immediate needs are met.
2. Explain that the **Procedures Person's** job is to handle practical matters, so the **Listener** can make a record of the statement for any subsequent action.
3. Explain that the **Listener's** job is to listen to and support the **Complainant**, and primarily to make a record of the interview for use in the Code of Conduct Complaint process.
4. Provide a written summary of the **IAFA Executive Board's** (these) procedures for handling harassment complaints and official reports.

If, after these statements, the **Complainant** wishes to make an official report, the two first **Responders** will listen to the report. The **Listener** will be responsible for taking notes.

If the **Complainant** does not wish to make an official report and attending **IAFA Executive Board** members determine that no clear and present danger exists, then no further action will be taken.

After the official report is made

The **Procedures Person** may, depending on circumstances:

1. Offer to let the **Complainant** stay in the quiet space for as long as they would like.
2. Ask the **Complainant** if he/she would like to summon a **Supporter** (if this has not already been done) before returning to the conference.
3. Ask the **Complainant** for his/her contact details for the purpose of all formal communication in relation to the complaint.
4. Provide the **Complainant** with **Listener's** and the **Procedures Person's** contact information and make certain the **Complainant** understands that at any point during the conference, he/she can call the **Listener**, the **Procedures Person** or the relevant support providers/hotlines for help and support.

5. Give the **Complainant** the opportunity to request or decline action, subject to any legal requirements upon the **IAFA Executive Board** to report (such as criminal laws and codes).

If the **Complainant** declines action and attending **IAFA Executive Board** members determine that no clear and present danger exists, then no further action will be taken, and the official report will be filed and discussed at the next **IAFA Executive Board** meeting.

If the **Complainant** witnessed the incident but was not directly discriminated against, harassed, or otherwise directly affected by it:

1. The **Procedures Person** should attempt to contact the person or people who were targeted or otherwise directly affected (asking the **Complainant** for help, if appropriate).
2. Once the **Target** of the report is contacted, the two **Responders** should start these procedures from the top (separately for each person if more than one is involved), calling on alternate **Listeners** if they identify more Targets than one **Listener** can support.

If the **Complainant** can identify (other) **Witnesses** to the incident:

1. The **Procedures Person** will attempt to contact these **Witnesses**. It is up to the **Procedures Person** how to make contact, how many times to attempt contact, and how long to wait before moving on without each **Witness's** contribution.
2. The **Procedures Person** will inform the **Witnesses** that, except in rare cases when detail and clarity are needed to gather more information, the **Witnesses'** names and the information they provide will be released only to **IAFA Executive Board** members.
3. **Both Responders** will interview any reachable **Witnesses** in the secondary quiet space with minimal prompting, telling them only that someone has made an official report about the **Subject's** behavior, including details of the alleged date, time, and place for clarity and specific context. The **Complainant** should not be present for these interviews. If it is necessary for the **Listener** to stay with the **Complainant**, the interviews can be conducted by another **Listener** and the original **Procedures Person**.
4. The **Procedures Person** will ask the **Witnesses** for their consent to be part of the formal complaint process, and subject to this being given, their contact information for further communication as necessary.

After any Witnesses have been interviewed

The **Procedures Person** will summon the **IAFA President** and one other **IAFA Executive Board** member and provide them with complete notes about the official report and any **Witness** interviews.

The **Procedures Person, Listener** and one additional **IAFA Board Member** will review all statements and interview notes taken from the **Complainant, the Subject**, and any **Witnesses** and determine whether there are sufficient grounds for taking long-term action. If such grounds exist, then the **Procedures Person** will prepare a summary statement outlining the complaint and evidence offered in support of it, respecting privacy of those involved as much as possible but naming the **Complainant** and the **Subject**. This summary will be presented, with a recommendation for longer term action, to the **IAFA Board** at the next meeting. If the **Procedures Person, Listener** and one additional **IAFA Board Member** do not

believe that long-term action is required, they will verbally report on the complaint at the next IAFA Board Meeting, so that a record of the complaint having been made exists and might be noted in the minutes, in case of a further incident, but no other action will be taken-

If the **Procedures Person** and those **IAFA Executive Board** members present believe that the **Subject** of the official report poses an immediate threat to the physical or emotional safety of one or more people at the conference, the **IAFA Executive Board** members present will accompany the **Procedures Person** for the following steps. The **Procedures Person** may then, depending on circumstances:

1. Find the **Subject** of the official report, explain that a complaint has been lodged against him/her, and that he/she needs to speak to him/her in private. In cases where the contact is being made after the conclusion of the conference, the official notification to the subject of the complaint will be made by email. This email will include all the information outlined in Steps 2-7 below and inviting the **Subject** of the complaint to meet via electronic means (skype, phone) with two Board members to further discuss the matter; a **Supporter** may also be involved in this communication, if requested by the **Subject** of the complaint as outlined below. This official notice will additionally notify that the **Subject** of the complaint has seven calendar days to respond to this notification, giving the exact date and a time of 9 am EST on that date. If the Subject of the complaint does not contact the Board during this window of time, the three Board members involved in the investigation will move on to Step 8, consider the evidence, make a decision, and notify both the **Subject** and the **Complainant** of said decision in writing.
2. Explain that the **Subject** may invite a partner, friend, or other **Supporter** if he/she doesn't already have someone with him/her, although the **Supporter** should not interfere with the interview process.
3. Remove the **Subject**, the **Supporter**, and those **IAFA Executive Board** members present to the secondary quiet space, make certain the **Subject** has anything necessary to make him/her comfortable, and wait for the second **Listener** to arrive.
4. Identify him/herself and the second **Listener** and their roles (**Listener** and **Procedures Person**) and make certain that the **Subject** is comfortable with both individuals handling the situation and vice versa. If there are concerns, they may summon alternates.
5. Explain that the **Listener's** job is to listen to and support the **Subject**. The **Listener's** main job is to take notes of the conversation.
6. Explain that the **Subject** may choose to withdraw from the process at any time, but that any consequences of his/her withdrawing, especially without explanation, will fall to the discretion of the **IAFA Executive Board**.
7. Provide the **Subject** with a summary of the official report and ask how he/she remembers the incident unfolding—with two distinct purposes:
 - a. determining whether or not the **Complainant** was targeted for harassment and
 - b. determining harm done and potential harm.
8. If necessary, step aside and discuss with those **IAFA Executive Board** members present whether any immediate action needs to be taken. The secondary **Listener's** opinion should be solicited if there is uncertainty within this group.
9. Inform the **Subject** of their collective decision and what steps will be taken, noting that the **IAFA Executive Board** will make final determinations at its next formal meeting.
10. Inform all remaining attending **IAFA Executive Board** members of the decision, as well as any *relevant* legal or other authorities, potentially including registration (where membership is being revoked, for example), hotel security (if someone is being asked to leave the premises and not come back), etc.

11. Inform the **Complainant** of the agreed next steps.

If the **Procedures Person** and those **IAFA Executive Board** members present *do not* believe that the **Subject** of the official report poses an immediate threat to the physical or emotional safety of one or more people at the conference, the **Procedures Person** will ask the **IAFA Executive Board** members to remain close and available for consultation. The **Procedures Person** may then, depending on circumstances:

1. Find the **Subject** of the official report and explain that a complaint has been lodged against him/her and that he/she needs to speak to him/her in private.
2. Explain that the **Subject** may invite a partner, friend, or other **Supporter** if he/she doesn't already have someone with him/her, although the **Supporter** should not interfere with the interview process.
3. Remove the **Subject** and the **Supporter** to the secondary quiet space, make certain the **Subject** has anything necessary to make him/her comfortable, and wait for the secondary **Listener** to arrive.
4. Identify him/herself and the secondary **Listener** and their roles (**Listener** and **Procedures Person**) and make certain that the **Subject** is comfortable with both individuals handling the situation and vice versa. If there are concerns, they may summon alternates.
5. Explain that the **Listener's** job is to listen to, support the **Subject**. The **Listener's** main job is to take notes of the conversation.
6. Explain that the **Subject** may choose to withdraw from the process at any time, but that any consequences of his/her withdrawing, especially without explanation, will be at the discretion of the **IAFA Executive Board**.
7. Provide the **Subject** with a summary of the official report and ask how he/she remembers the incident unfolding—with two distinct purposes:
 - a. determining whether or not the **Complainant** was targeted for harassment and
 - b. determining harm done and potential harm.
8. If necessary, step aside and recall those **IAFA Executive Board** members consulted previously to discuss whether any immediate action needs to be taken. The secondary **Listener's** opinion should be solicited if there is uncertainty within this group.
9. Inform the **Subject** of this decision and of what steps will be taken, if any, noting that the **IAFA Executive Board** will make final determinations at its next formal meeting.
10. Privately and with little fuss, inform all remaining **IAFA Executive Board** members in attendance of the decision.
11. Inform the **Complainant** of the agreed next steps.

After the conference

The **IAFA Executive Board** will review the incident at its next formal meeting. This review is not intended to revisit the same information given at the time of the incident. It may, however, entertain new information which has emerged since the initial process, even if that information concerns the fundamental questions of what happened and whose version of events is more credible. Certainly, those determinations made based on first-hand observations at the time of the incident should take precedence, but relevant and reliable information can always come to light at a later date. The **IAFA Executive Board** will at this time make their determination regarding long-term actions, if any, and consider what, if any, changes should be made to improve this policy and these procedures.

The **IAFA Executive Board** may, at this time, depending on circumstances:

1. Determine whether long-term actions are necessary. These may but will not necessarily include:
 - a. Suspending the **Subject** of the official report from the conference for one or more years, or permanently.
 - b. Requesting that the **Subject** of the official report change his/her behavior for a probationary period, with clearly stated consequences for his/her failing to do so.
 - c. In the rarest cases and only when a majority of the full **IAFA Executive Board** deems it absolutely necessary for the reputation of the conference and those persons involved, making a public statement regarding the **IAFA Executive Board's** actions during or after the conference.
2. If long-term actions are required, ratify those decisions.
3. Draft a statement on the **IAFA Executive Board's** decision. Simultaneously e-mail that statement to the **Subject** of the official report and the **Complainant**

Appeals Procedure

Appealing a recent decision:

Should the **Subject** feel he/she has been unfairly judged in these procedures, he/she may file an appeal with one or more members of the **IAFA Executive Board**. That appeal should be submitted within one calendar year of the conference at which the events occurred and should include the following:

1. A formal written statement concerning the events in question, highlighting any information which may not have come to light during the initial investigation into the incident.
2. A list of as many **Witnesses** as he/she can find who may not have been available during the initial investigation, who may support the **Subject's** version of the events, and whom the **IAFA Executive Board** can contact independently for verification. Contact information for these individuals should be provided whenever possible.

The **IAFA Executive Board** will review these materials and question these **Witnesses** in a timely manner following the submission of the appeal. Two **IAFA Board members** will participate in all such interviews, following the **Procedures Person** and **Listener** roles outlined above. Once the materials have been reviewed, any new **Witnesses** have been contacted, and any new information has been gathered, the **IAFA Executive Board** members contacted by the **Subject** will distribute any new information to the full **IAFA Executive Board** and conduct a vote on whether or not enough new information has come to light to justify reviewing the earlier decision.

If the full **IAFA Executive Board** decides further review is justified, one or more members of the **IAFA Executive Board** will contact the **Complainant** for his/her response to the appeal. The full **IAFA Executive Board** will then discuss all the new information and decide whether or not the initial judgment should be altered. The **IAFA President** will then simultaneously e-mail this decision to both the **Subject** and the **Complainant**. The extent of detail and explanation involved in either notification will fall to the discretion of the **IAFA President** in consultation with the full **IAFA Executive Board**.

If the **IAFA Executive Board** decides further review is *not* justified, the **IAFA President** will then e-mail this decision to the **Subject** and notify the **Complainant** that an appeal has been filed and rejected. The extent of detail and explanation involved in either notification will be at the discretion of the **IAFA President** in consultation with the full **IAFA Executive Board**.