

# ISPP Code of Conduct

## Final

### 3 July, 2024

As a professional society, ISPP’s purposes include to facilitate communication of scientific research, theory, and practice across disciplinary, national, and ideological boundaries, both among members of the society and those outside the society, and to provide mutual support among members regarding their freedom to generate and disseminate their findings and ideas. In this, ISPP is committed to promoting the goals of diversity, equity, and inclusion, both within the Society, its membership, and its governance and operations, as well as outside the Society in the world at large.

## Table of Contents

Expectations.....	2
Discrimination, Harassment, and Bullying .....	2
Discrimination .....	3
Harassment .....	3
Sexual harassment .....	4
Bullying.....	4
Legal Obligations.....	4
Conflicts of Interest.....	5
Code of Conduct Panel.....	5
Reporting an Incident .....	5
Reporting Options.....	6
Investigation and Disciplinary Procedures.....	6
Investigations .....	6
Disciplinary Procedures.....	6
Appeals.....	7
Emergency Action .....	7
Guiding Principles .....	8
Record Keeping .....	8
Ombud .....	<b>Error! Bookmark not defined.</b>

## **Expectations**

Every ISPP member, director, officer, governing council member, and/or conference or event attendee has a role to play in achieving a respectful environment.

What to do:

- Be always respectful and professional. Remember that your actions reflect upon you and upon the ISPP. Be sensitive to how others may perceive your actions. Just because someone does not complain to you does not mean that they do not object to your behavior.
- When you communicate with others, be considerate of views, opinions, and perspectives different than your own, as well as the multiple identities individuals hold.
- Be respectful and constructive when criticizing ideas. Be open to constructive feedback on your ideas and work.
- If someone offends you, we encourage you to either report it as described below or, if appropriate, in a respectful manner, let that person know. If someone raises a concern with you, try to understand their perspective, and when appropriate, apologize, and avoid such behavior in the future.
- Be aware of your surroundings and other people around you. If you become aware of any behavior that might violate this policy, we encourage you to report it as described below.

What to avoid:

- Any behavior that is unprofessional or disrespectful, or that has the purpose or effect of harassing, discriminating against, or bullying anyone.
- Any retaliation against someone who raises a concern or potential violation under this policy.
- Missed opportunities to respectfully communicate to someone that you found their behavior offensive.
- Unreported concerns or violations of this policy.

## **Discrimination, Harassment, and Bullying**

Discrimination, bullying, and harassment, sexual or otherwise, are forms of misconduct that undermine the integrity of people and the society. Violators of this policy will be subject to disciplinary action.

ISPP members, directors, officers, governing council members, others acting on ISPP's behalf, and ISPP conference and events attendees are entitled to respectful treatment and an environment free from discrimination, bullying, and harassment in all ISPP settings, whether physical or virtual. Being respected means being treated honestly and professionally, with

everyone's unique talents and perspectives valued. A respectful environment is about more than compliance with the law. It is an environment that is free of discriminatory behavior and harassment because of age, disability, marital status, class (including first-generation higher-education status), academic rank, country of origin, country of current residence, race, ethnicity, religion, physical appearance, sex, sexual orientation, or gender identity. ISPP is committed to providing an environment in which the dignity of every individual is respected. Each of us should understand that incidents of inappropriate behavior will not be tolerated by ISPP.

Our goal is to have an organization where we all treat each other respectfully and professionally. We will not tolerate any harassment, discrimination, or bullying behavior which interferes with that goal, even if not illegal. ISPP reserves the right to respond to any inappropriate behavior with disciplinary action, even if the affected party does not raise a complaint. Our working definitions of harassment, discrimination, and bullying are as follows. Misconduct may be intentional or unintentional.

### **Discrimination**

Discrimination is a bias or prejudice resulting in a denial of opportunity or unfair treatment regarding staff, candidate, or presenter selection, appointment, or treatment during conferences (e.g., at panels, meetings, or other events) on grounds that are irrelevant to someone's competence or suitability, including, but not limited to, age, disability, marital status, class, first-generation higher-education status, academic rank, country of origin, country of current residence, race, ethnicity, language, religion, physical appearance, sex, sexual orientation, or gender identity.

### **Harassment**

Harassment is inappropriate conduct toward an individual due to their age, disability, marital status, class, first-generation higher-education status, academic rank, country of origin, country of current residence, race, ethnicity, language, religion, physical appearance, sex, sexual orientation, or gender identity, when the conduct creates an intimidating, hostile, or offensive environment that a reasonable person could expect to:

- cause discomfort, unease, embarrassment, or negative emotional or physical reactions;
- or
- cause work or academic performance to suffer; or
- negatively affect job or other career-related opportunities.

Harassment is against the law in many countries. Examples of harassment that violate this policy include, but are not limited to:

- Oral or written communications, including visual images in hard copy or electronic form, that contain offensive name-calling, jokes, slurs, negative stereotyping, or threats. This

includes comments or jokes that are distasteful or targeted at individuals or groups based on the statuses identified above or other statuses.

- Nonverbal conduct, such as staring, leering, and giving inappropriate gifts.
- Physical conduct, such as assault or unwanted touching.
- In the pursuit of its constitutional objectives, the society expects robust discussion of topics and presentation of research material, some of which may cause offense. As far as possible, people should engage in such discussions and presentations in ways that preserve the dignity and respect of research participants, ISPP members, and other interested parties.

### **Sexual harassment**

Sexual harassment is a form of harassment that is based on a person's sex, gender identity, or that is sex-based behavior. It is also sexual harassment for anyone in a position of authority to tie career opportunities, hiring, promotion, termination, or any other condition of employment to a request or demand for sexual favors.

### **Bullying**

Bullying is repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others that occurs within ISPP settings or by ISPP members or event attendees (in-person or online). ISPP considers the following types of behavior examples of bullying, but this list is not exhaustive.

#### *Verbal Bullying:*

Slandering, ridiculing, humiliating, or maligning a person or a person's family; persistent name calling which is hurtful, insulting or humiliating; using a person as a target of jokes; abusive and offensive remarks; shouting at an individual in public and/or in private (note this also applies to persistent "SHOUTING" over e-mail); malicious feedback or criticism; making knowingly false statements or spreading unfounded rumors about an individual to other members, employees, directors, officers, governing council members, volunteers, conference or event attendees, or colleagues outside of the organization.

#### *Physical Bullying:*

Pushing; shoving; kicking; poking; tripping; assault, or threat of physical assault; damage to a person's work or personal property.

#### *Gesture Bullying:*

Non-verbal threatening gestures; glances which can convey threatening messages.

### **Legal Obligations**

While executing the policies contained in this Code of Conduct, the Society must comply with all legal obligations required of the appropriate legal authorities who have jurisdiction based upon the Society's organizational headquarters and the site of any incidents that may occur.

## **Conflicts of Interest**

In any instances in which the President is the subject of a complaint or has a conflict of interest, the Past President will serve in the President's stead for all policies. If the Past President is also the subject of a complaint or has a conflict of interest, the Councilor will serve in President's stead for all policies. If the President, Past President, and Councilor are all involved in a complaint or have a conflict of interest, the remaining members of the Executive Committee, excluding any person who is also involved in the complaint or has a conflict of interest, will appoint one of its members to act in the President's stead for all policies.

If any person designated to act in this policy is the subject of a complaint or has a conflict of interest, the President, in consultation with the Executive Committee, will appoint a replacement that will act in that person's stead as necessary regarding the complaint.

The Executive Committee will have the power to make a final determination on any questions regarding whether a person is the subject of a complaint or has a conflict of interest.

## **Code of Conduct Panel**

The President, in consultation with the Executive Committee, will appoint a three-person standing Code of Conduct Panel. The members of the Panel will elect their chair. Members of the Executive Committee and Journal Editors are not eligible to serve on the Panel. At least one member of the Panel will be from the Governing Council and at least one member will hold no office in the Society. Panel members will serve a term of one year and be eligible for reappointment.

## **Reporting an Incident**

Anyone who wants to report a violation of the Code of Conduct may contact one of the following:

- a) any member of the Code of Conduct Panel;
- b) any member of the Executive Committee;
- c) the Executive Director;
- d) the Chair of the Early Career Committee; or
- e) through an online reporting form monitored by the Central Office.

Whenever a complaint arises, whoever receives it will forward it to the Code of Conduct Panel and the President, unless any of them is the subject of or involved in the complaint. In such cases, the appropriate persons to whom to forward the complaint will be determined by the procedures outlined elsewhere in this policy.

Regardless of the person to whom a person chooses to report a violation, they must choose among the three reporting options listed below.

## Reporting Options

Those who wish to notify the Society of violations of the Code of Conduct must do so under one of three options.

- 1) They may submit an anonymous complaint without any identifying information about the complainant. Any person who receives an anonymous complaint will not reveal any identifying information about the complainant to anyone else. The Code of Conduct Panel, in consultation with the President, will determine the appropriate response of the Society to such complaints, which may include a full investigation, following the procedures outlined below. Absent evidence of ongoing behavior, the Society may choose not to notify the subject of the complaint of an anonymous complaint.
- 2) They may submit a confidential advisory complaint. The Code of Conduct Panel, in consultation with the President, the Councilor, and/or any other persons who they deem appropriate, will contact the subject of the complaint and share with them the Code of Conduct. The subject of the complaint may respond to the allegations contained in the complaint. The Code of Conduct Panel, in consultation with the President, will determine whether a full investigation is necessary, which will follow the procedures outlined below. The Code of Conduct Panel and others involved in the process will strive to maintain the complainant's confidentiality to the greatest extent possible.
- 3) They may submit a formal complaint requesting an investigation. The investigation will follow the procedures and policies outlined below.

## Investigation and Disciplinary Procedures

### Investigations

When necessary, the President and the Code of Conduct Panel, and, where appropriate, the Executive Director and/or legal counsel, will act as investigators. The investigation may include interviews with the complainant, the subject of the complaint, witnesses, or others with knowledge relevant to the investigation. It may also include reviews of documents and publicly available sources of information (e.g., online sources) relevant to the investigation.

Investigators will give the subject of the complaint the opportunity to respond to the allegations. Investigators will limit the sharing of information only to those for whom it is necessary for the investigation to proceed successfully.

If investigators conclude that no violation of the Code of Conduct has occurred, they will inform the subject of the complaint and the complainant of the outcome of the investigation and will provide as much reasoning for the outcome as possible within the limits set by this policy and relevant legal restrictions.

### Disciplinary Procedures

At the conclusion of an investigation, if investigators determine that a violation of the Code of Conduct has occurred, the President, in consultation with the Code of Conduct Panel, may instigate one or more of the following actions:

- a) Private reprimand: the President will send the subject of the complaint a private reprimand, remind them of the Code of Conduct, and indicate that further violations may lead to further sanctions. This decision is not appealable.
- b) Removal from an event: the President, with approval of the Code of Conduct Panel, may remove the subject of the complaint from an event. They will report their action and the reasoning for it to the Executive Committee. This decision is not appealable during an event.
- c) Banning from future events: the President, with the approval of the Code of Conduct Panel and, separately, the Vice-Presidents, may ban the subject of the complaint from any future ISPP events or settings.
- d) Revoke membership: the President, with the approval of the Code of Conduct Panel and, separately, the Vice Presidents, may revoke the ISPP membership of the subject of the complaint, either conditionally or permanently.
- e) Rescinding of past honors: the President, with the approval of the Code of Conduct Panel and, separately, the Vice Presidents may remove any past honors the Society bestowed upon the subject of the complaint.
- f) Removal from leadership or other formal position: the President, with the approval of the Code of Conduct Panel, may recommend to the Governing Council that the Society remove the subject of the complaint from any leadership or other formal position in the Society. The subject of the complaint will have the opportunity to respond to the recommendation in written form. The Governing Council, by a two-thirds vote of its entire voting membership, may approve this recommendation. This decision is not appealable.

## **Appeals**

The President or their designee will provide the subject of the complaint, in writing, the outcome of the investigation. The subject of the complaint will have fourteen (14) calendar days to file a written appeal of the outcome to a Code of Conduct Appeals Committee consisting of the Past President, Future President, and Councilor. The Code of Conduct Appeals Committee may either uphold the outcome or send it back to the initial decision-makers for further consideration. Upon the conclusion of any appeals, the President, or their designee, will inform the complainant of the final outcome of the investigation.

## **Emergency Action**

In cases involving serious violations of the Code of Conduct at an ISPP event or setting, and for which a formal investigation is not practical, the President, Past President, Future President, and Councilor will collect as much information about the violation as possible and may immediately expel anyone from the event or setting with the assistance of the Executive

Director. They will report their decision and reasoning to the Code of Conduct Panel and the Executive Committee. Such action is not appealable.

### **Guiding Principles**

The guiding principles in deciding the impact of the behavior and proper remedy will be the core values of the society as stated in the ISPP Constitution (<https://ispp.org/about/constitution/>).

### **Record Keeping**

The Society will save all complaints, information related to complaints, and the results of all investigations securely. The President, Code of Conduct Panel, and Executive Director will have access to such records, except in cases in which they are the subject of a complaint or have a conflict of interest. No one will access such records, or share the information contained in them, unless appropriate and necessary to enact Society policies.

Any person involved in receiving, investigating, or responding to complaints involving violations of the Code of Conduct must sign a non-disclosure agreement (NDA) provided by ISPP. The appropriate authorities, as identified in this policy and the Society's Constitution and Bylaws, will, when necessary and appropriate, replace or exclude any person who is unable or unwilling to sign the NDA from being involved in receiving, investigating, or responding to complaints involving violations of the Code of Conduct.