



# ASOPRS Code of Conduct and Anti-Harassment Policy

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## **Purpose**

ASOPRS values and respects the dignity and integrity of all who work together to advance the mission of the organization, and is committed to providing environments for that are free from harassment. These environments include, but are not limited to, ASOPRS-sponsored activities such as committee meetings, membership requirement activities (e.g. oral and written examinations), fellowship training, meetings and social gatherings.

ASOPRS is committed to providing a welcoming environment for all, regardless of gender, sexual orientation, physical ability, ethnicity, socioeconomic status, and religion (or lack thereof).

The code of conduct and anti-harassment policy outline ASOPRS' expectations for all those who participate in our community, as well as the consequences for unacceptable behavior. ASOPRS community members include, but is not limited to, staff, volunteers, members, fellows-in-training, incoming members, meeting attendees, vendors and any other person participating in ASOPRS sponsored activities.

## **Expected Behavior**

The following behaviors are expected and requested of all ASOPRS community members:

- Participate in an authentic and active way.
- Make decisions and act impartially and objectively. Conduct yourself free from competing self-interest, prejudice, and favoritism.
- Be honest; understand the truth and act in a truthful manner both in your communications and conduct.
- Exercise consideration and respect in your speech and actions.
- Attempt collaboration before conflict.
- Refrain from demeaning, discriminatory, or harassing behavior and speech.

Unacceptable behavior from any community member, including sponsors and those with decision-making authority, will not be tolerated.

If potentially unacceptable behavior (as described in this document) is brought to the attention of an individual by a leader or participant in an ASOPRS sponsored activity, the involved person is expected to refrain from continuing that behavior immediately, pending possible review and resolution as described below. If a community member engages in unacceptable behavior, the community organizers may take any action they deem appropriate, up to and including a temporary ban or permanent expulsion from the community without warning (and without refund in the case of a paid event).

ASOPRS members, upon induction, additionally agree to:

- Abide by the Bylaws, Rules and Regulations and policies of ASOPRS;
- Uphold the reputation and good standing of ASOPRS;
- Act with integrity and respect others;
- Not use their position to unfairly benefit themselves, their employer, or others;
- Promptly pay membership fees and keep information updated;
- Not knowingly hold, assume, or accept a position in which interests conflict with commitment to or role with ASOPRS;
- Not make any statement on behalf of ASOPRS or purport to represent ASOPRS through any public medium, including digital social media, unless authorized to do so by ASOPRS;
- Reject and not make any offer of bribery or unethical inducement;
- Conduct all business with ASOPRS and its partners with professionalism and respect.

Should a member fail to meet the conditions in this Code of Conduct, ASOPRS may, at its sole discretion, decide on the appropriate action to take. ASOPRS reserves the right to revoke membership in the event that a member violates the Code of Conduct. Per bylaws, a member may be expelled from ASOPRS, and have their membership terminated, for willful or repeated negligent violation of these Bylaws or of Rules and Regulations of the Society or for conduct that brings dishonor to the Society.

### **Anti-Harassment**

For the purposes of this policy, harassment is defined in the following ways:

**Sexual Harassment:** Any conduct of a sexual nature that creates an unprofessional, unwelcoming or hostile environment. It is not possible to create an exhaustive list, but examples of sexual harassment include, but are not limited to, unwelcome sexual advances, requests for sexual favors, obscene jokes, displaying sexually graphic photos or other materials, sending sexually explicit emails or text messages, and uninvited verbal or physical conduct of a sexual nature.

**Bullying Harassment:** Repeated and unreasonable behavior directed towards a person, or a group of people, that creates a risk to health, safety and well-being. Bullying generally includes a pattern of behavior that intimidates, offends, degrades or humiliates another person and hampers productivity by creating dysfunction and damaging morale within work, volunteer and meeting environments. It is not possible to create an exhaustive list, but examples of bullying includes, but are not limited to intimidation, verbal abuse or threats, including yelling, screaming or offensive language, verbal or obscene gestures, commenting derogatorily on a person's ethnic heritage or religious beliefs, starting or spreading rumors about a person's personal life, spreading malicious rumors and gossip, cyber bullying, and physical abuse.

### **Victim/Witness Reporting/Complaint Procedure**

Any person experiencing or witnessing harassment should contact a member of the Presidential Track of the Executive Committee (Immediate Past President, President, President-Elect, Vice President) or the Executive Director. Any harassment of potentially criminal nature, such as physical assault or threats of assault, should be promptly reported to appropriate authorities.

### **Misconduct Complaint Procedure**

Any member or fellow in training experiencing or witnessing misconduct (other than harassment) by an ASOPRS member in an ASOPRS-accredited training program should contact the Chair of the Standards Committee, Secretary of Education, Assistant Secretary of Education, President or Executive Director.

Any member experience or witnessing misconduct by an ASOPRS member in general should contact the Chair of the Standards Committee, the President, or the Executive Director.

Any member experiencing or witnessing misconduct by an ASOPRS member in an ASOPRS leadership position, including but not limited to, executive committee, standing committees, task forces, or ad hoc committees should contact the Chair of the Standards Committee, a member of the Presidential Track of the Executive Committee (Immediate Past President, President, President-Elect, Vice President) or the Executive Director.

Any misconduct of potentially criminal nature, such as physical assault or threats of assault, should be promptly reported to appropriate authorities.

While the resolution mechanisms vary, ASOPRS aims to ensure that:

- Complaints are addressed sensitively, promptly and in accordance with relevant ASOPRS policy;
- All reasonable steps are taken to respect the confidentiality of the people involved in a complaint;
- If a complaint of misconduct or harassment is received during an event, an accused person may be asked to leave the event, meeting, or gathering immediately upon receipt of the report;

- Fairness and impartiality prevail throughout the appropriate resolution process - until a complaint is investigated and a decision is made, a grievance is an allegation, not a fact;
- Appropriate records are maintained throughout the resolution process;
- Persons who notify a complaint are protected from victimization or reprisal; ASOPRS will not tolerate retaliation against anyone filing a misconduct or harassment complaint. Examples of retaliation include but are not limited to poor performance reviews, exclusion from activities, salary reduction, demotion, or missed training opportunities;
- Persons who notify a complaint are informed of the progress of the matter and of the consequences of any finding i.e. whether or not the grievance is substantiated;
- Prompt action will be taken if it is determined violation occurred; action may include termination from employment or service in volunteer positions; exclusion from future events; or revoking of membership.

### **Publication**

ASOPRS Code of Conduct and Anti-Harassment Policy will be published online and in the meeting Program Book, among other ASOPRS publications, to inform the ASOPRS community of the policy and procedures.