

Draft code of conduct for events of the Northwest Scientific Association

This draft, developed as an URGE deliverable, has not been approved by the Board of Directors of the Northwest Scientific Association.

The Northwest Scientific Association organizes meetings and field trips that are respectful, inclusive, and collaborative. The Code of Conduct*¹ below applies to all NWSA-sponsored events, in-person and virtual, and to activities connected with an NWSA meeting or event, whether in public or private facilities. By registering for an NWSA event you are agreeing to abide by this Code of Conduct.

To comment on the NWSA Code of Conduct or to report a violation you may:

- Use this form: <link to Google form>
- Contact any member of the NWSA Board of Directors or of the NWSA Diversity, Equity, and Inclusion Committee <link to email or web contact form>.

EXPECTATIONS

Participants

- Treat all meeting attendees with respect regardless of background, including race, sexual orientation, gender, or religion
- Intervene or report to a meeting organizer or Board member if you see a situation that raises concerns. Situations involving immediate physical danger should be reported to the police
- Respect your fellow participants by using good practices for intercultural collaborations. Recognize tribal lands. Invite diverse groups to participate in meetings or suggest future meeting topics
- Think about where you are and what is going on around you. This includes not talking where it could impact a presentation or talking so loudly it impacts other conversations around you. Keep discussion topics professional
- Respect the rights of presenters not to make all aspects of their work public. Do NOT copy slides or posters if the presenters requests you ask for specific permissions first
- Respect the rules and policies of the meeting venue, hotels, NWSA contracted facility, online platform, or any other venue
- Use social media in a manner appropriate for a professional organization. For example, exclude comments critical of a person's appearance or background. Focus discussion on scientific issues, not on the scientists

¹ Adapted in part from <https://www.agu.org/Plan-for-a-Meeting/AGUMeetings/Meetings-Resources/Meetings-code-of-conduct>

Other examples:

- <https://www.entsoc.org/conduct>
- <https://www.esa.org/events/code-of-conduct-for-esa-events/>
- https://docs.carpentries.org/topic_folders/policies/code-of-conduct.html

Meeting organizers

- Identify problems, adjust policy and practice together. Encourage participants to report problems promptly to meeting organizers or NWSA Board members
- Conduct post-meeting feedback surveys and annual climate surveys to allow participants to identify issues
- Treat Code of Conduct violations seriously and investigate problems that arise
- Maintain confidentiality for those who submit reports if requested and possible
- Monitor social media activity related to NWSA events to ensure healthy discussion

RESPONSE PROCESS

- If meeting attendees are not following our code of conduct, they will be asked to modify their conduct or leave the event
- NWSA leadership maintain the right to take further action, such as excluding individuals from future events or membership if deemed necessary
- Reports submitted via the Code of Conduct Report Submission Form will be reviewed by the chair of the DEI Committee. The Chair will discuss the report with the full DEI committee, while keeping the individual who submitted the report anonymous. When reporting, the individual can choose to request or opt out of being updated on further actions on their report. If updates are requested, the DEI chair will contact the individual once action has been taken