

XRM2018 Code of Conduct

XRM2018 is a scientific conference intended for the international X-ray microscopy community.

We value the participation of each member of the XRM community and want all attendees to have an enjoyable and fulfilling experience. Accordingly, all attendees are expected to show respect and courtesy to other attendees throughout the conference and at all conference events, whether officially sponsored by XRM2018 or not.

To make clear what is expected, all delegates/attendees, speakers, exhibitors, organizers and volunteers at any XRM2018 event are required to conform to the following Code of Conduct. Organizers will enforce this code throughout the event.

The Short Version

XRM2018 is dedicated to providing a harassment-free conference experience for everyone, regardless of gender, sexual orientation, disability, physical appearance, body size, race, or religion. We do not tolerate harassment of conference participants in any form.

All communication should be appropriate for a professional audience including people of many different backgrounds. Sexual language and imagery is not appropriate for any conference venue, including talks. Be kind to others. Do not insult or put down other attendees. Behave professionally. Remember that harassment and sexist, racist, or exclusionary jokes are not appropriate for XRM2018.

Attendees violating these rules may be asked to leave the conference without a refund at the sole discretion of the conference organizers.

Thank you for helping make this a welcoming, friendly event for all.

The Longer Version

Harassment includes offensive communication related to gender, sexual orientation, disability, physical appearance, body size, race, religion, sexual images in public spaces, deliberate intimidation, stalking, following, harassing photography or recording, sustained disruption of talks or other events, inappropriate physical contact, and unwelcome sexual attention.

Participants asked to stop any harassing behavior are expected to comply immediately.

Exhibitors at sponsor booths or similar activities are also subject to the anti-harassment policy. In particular, exhibitors should not use sexualized images, activities, or other material. Booth staff (including volunteers) should not use sexualized clothing/uniforms/costumes, or otherwise create a sexualized environment.

Be careful in the words that you choose. Remember that sexist, racist, and other exclusionary jokes can be offensive to those around you. Excessive swearing and offensive jokes are not appropriate for XRM2018.

If a participant engages in behavior that violates this code of conduct, the conference organizers may take any action they deem appropriate, including warning the offender or expulsion from the conference with no refund.

Contact Information

If you are being harassed, notice that someone else is being harassed, or have any other concerns, please contact either our conference chair or the event coordinators:

Conference staff will be happy to help participants contact venue security or local law enforcement, provide escorts, or otherwise assist those experiencing harassment to feel safe for the duration of the conference. We value your attendance.

Procedure for Handling Harassment

- [Attendee Procedure for incident handling \[link\]](#)
- [Staff Procedure for incident handling \[link\]](#)

License

This Code of Conduct was forked from the [PyCon 2017 Code of Conduct](#) which was forked from the [Geek Feminism wiki, created by the Ada Initiative and other volunteers](#). which is under a Creative Commons Zero license. Conference Code of Conduct is licensed under a [Creative Commons Attribution 3.0 Unported License](#).

Attendee Procedure for Handling Harassment

This procedure has been adopted from the Ada Initiative's guide titled "Conference anti-harassment/Responding to Reports" and PyCon 2017's policy.

1. Contact either staff personnel (Stephanie, Stephen or Kelly) (info below). The staff will also be prepared to handle the incident. All of our staff members are informed of the code of conduct policy and guide for handling harassment at the conference. *There will be a mandatory staff meeting onsite at the conference when this will be reiterated as well.*
2. Report the harassment incident (preferably in writing) to Stephanie, Stephen or Kelly Michael - all reports are confidential.
3. When reporting the event to staff, try to gather as much information as available, but do not interview people about the incident - Staff will assist you in writing the report/collecting information.
4. The important information consists of:
 - Identifying information (name) of the participant doing the harassing
 - The behavior that was in violation
 - The approximate time of the behavior (if different than the time the report was made)
 - The circumstances surrounding the incident
 - Other people involved in the incidentThe staff is well informed on how to deal with the incident and how to further proceed with the situation.
5. If everyone is presently physically safe, staff will involve law enforcement or security only at a victim's request. If you do feel your safety in jeopardy please do not hesitate to contact local law enforcement by dialing 911. If you do not have a cell phone, you can use any hotel phone or simply ask a staff member.

All reports should be made directly to:

- Stephanie Stephenson, Venue West
- Stephen Urquhart, Conference Chair
- Kelly Summers, Volunteer Chair

Staff Procedure for Handling Harassment

This procedure has been adopted from the Ada Initiative's guide titled "[Conference anti-harassment/Responding to Reports](#)" and PyCon 2017's similar document.

Be sure to have a good understanding of our Code of Conduct policy, which can be found here:
[LINK](#)

Also have a good understanding of what is expected from an attendee that wants to report a harassment incident.

0. If there is an immediately dangerous situation, do not hesitate to call 911 first.

All reports should be made directly to:

- Stephanie Stephenson, Venue West
- Stephen Urquhart, Conference Chair
- Kelly Summers, Volunteer Chair

If contact cannot be made via phone or email, please proceed to the registration desk.

1. Incident Report - Try to get as much of the incident in written form by the reporter. If you cannot, transcribe it yourself as it was told to you. The important information to gather include the following:

- Identifying information (name) of the participant doing the harassing
- The behavior that was in violation
- The approximate time of the behavior (if different than the time the report was made)
- The circumstances surrounding the incident
- Other people involved in the incident

2. Initial Response Prepare an initial response to the incident. This initial response is very important and will set the tone for XRM2018. Depending on the severity/details of the incident, please follow these guidelines:

- If there is any general threat to attendees or the safety of anyone including conference staff is in doubt, summon security or police.
- Offer the victim a private place to sit,
- Ask "is there a friend or trusted person who you would like to be with you?" (if so, arrange for someone to fetch this person)
- Ask them "how can I help?"
- Provide them with your list of emergency contacts if they need help later
- If everyone is presently physically safe, involve law enforcement or security only at a victim's request.

* There are also some guidelines as to what not to do as an initial response:

- Do not overtly invite them to withdraw the complaint or mention that withdrawal is OK. This suggests that you want them to do so, and is therefore coercive. "If you're OK with it [pursuing the complaint]" suggests that you are by default pursuing it and is not coercive.
- Do not ask for their advice on how to deal with the complaint. This is a staff responsibility
- Do not offer them input into penalties. This is the staff's responsibility

3. Staff Meeting Once something is reported at least two of Stephanie, Stephen and Kelly should meet. The main objectives of this meeting is to find out the following:

- What happened?
- Are we doing anything about it?
- Who is doing those things?
- When are they doing them?

4. Follow-up with alleged harasser After the staff meeting and discussion, have a staff member (preferably the conference chair or event coordinator if available) communicate with the alleged harasser. Make sure to inform them of what has been reported about them.

Allow the alleged harasser to give their side of the story to the staff. After this point, if report stands, let the alleged harasser know what actions will be taken against them.

* Some things for the staff to consider when dealing with Code of Conduct offenders (note that the list below is not a requirement and only applies if the staff deems it necessary based on the report):

- Warning the harasser to cease their behavior and that any further reports will result in sanctions
- Requiring that the harasser avoid any interaction with, and physical proximity to, their victim for the remainder of the event
- Ending a talk that violates the policy early
- Not publishing the video or slides of a talk that violated the policy
- Not allowing a speaker who violated the policy to give (further) talks at the event now or in the future
- Immediately ending any event volunteer responsibilities and privileges the harasser holds
- Requiring that the harasser immediately leave the event and not return
- Publishing an account of the harassment and calling for the resignation of the harasser from their responsibilities (usually pursued by people without formal authority: may be called for if the harasser is the event leader, or refuses to stand aside from the conflict of interest, or similar, typically event staff have sufficient governing rights over their space that this isn't as useful)

Serious allegations involving students or staff associated with the University of Saskatchewan or the Canadian Light Source will be referred to the appropriate authorities within these organizations in accordance with their relevant policies respecting discrimination and harassment.

Additional common responses that are outside the scope of XRM2018, but are maintained here for future consideration depending on the circumstances involved and following appropriate consultation, including legal counsel:

- Requiring that the harasser not volunteer for future events your organization runs (either indefinitely or for a certain time period)
- Banning the harasser from future events (either indefinitely or for a certain time period)
- Please keep in mind that it is not a good idea to encourage an apology from the harasser.

5. Follow-up Communication It is very important how we deal with the incident publicly. Our policy is to make sure that everyone aware of the initial incident is also made aware that it is not according to policy and that official action has been taken - while still respecting the privacy of individual attendees. When speaking to individuals (those who are aware of the incident, but were not involved with the incident) about the incident it is a good idea to keep the details out.

Depending on the incident, the conference chair or their designate may decide to make one or more public announcements. If necessary, and following consultation with appropriate parties including legal counsel, this will be done with a short announcement either during the plenary and/or through other channels. No one other than the conference chair or someone delegated authority from the conference chair should make any announcements.

If some attendees were angered by the incident, it is best to apologize to them that the incident occurred to begin with. If there are residual hard feelings, suggest to them to write an email to the conference chair or to the event coordinator. It will be dealt with accordingly.

6. Record of Incident Record of incidents and actions taken is to be preserved for future LOC and the XRM IAC use to be able to recognize patterns of behavior. The experience of many other Conferences has shown that patterns of harassment often occur over multiple years and these records allow future staff and volunteers to react appropriately. Collections of incident records should be kept confidential and communicated from conference chair to conference chair or from conference chair to chair of the XRM international advisory board, as appropriate.

Emergency Contacts

Emergency: 9-1-1

Other Contacts

Police Non-Emergency: (306) 975-8300

Saskatoon Crisis Intervention Service Inc.: (306) 933-6200

Sexual Assault Hotline: 306-244-2224

Teachers Credit Union Centre: 306-975-7777

Taxi:

Comfort Cabs: (306) 664-6464

United Cabs: (306) 652-2222