

## **Recommendations for Implementation of Code of Conduct (CoC) Procedures at Evolution 2019 in Providence, RI, USA**

For consideration and approval by the Councils of ASN, SSB and SSE  
2018 Joint Evolution Congress  
Montpellier, France  
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Submitted by the Evolution Meeting Code of Conduct Committee (CoCC):

Andrea Case (SSE, JMC), chair  
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### **Motions:**

We request approval from the Joint Executive Committee to present this document for a vote of approval by each Society Council.

We request approval from each society of the following specific recommendations for full implementation of the Evolution Meeting Code of Conduct (CoC) at the 2019 meeting in Providence RI and at all future Evolution meetings.

### Goal of these recommendations:

The overall goal of these recommendations is to make sure that:

- A. all participants and attendees are aware that the CoC will be in effect throughout the meeting
- B. registration for the meeting requires agreement to abide by the CoC
- C. the approved CoC and the enforcement procedures are in place and will be followed as described in the detailed procedures document. Both are publicly available on the Safe Evolution website (<https://www.evolutionmeetings.org/safe-evolution.html> )

### General:

1. Communications about the meeting CoC and enforcement procedures work most effectively if they're presented in the context of positive change for our community, assurance of safety and inclusion of attendees, and the need for everyone to contribute to these goals. Minimizing language that is punitive and accusatory is also useful.
2. All costs associated with implementation of the CoC will be paid by the meeting budget rather than billed separately to each society. This should ensure that it is covered in proportion to attendance from each membership.

3. Any changes or actions related to the CoC should be approved by all three societies for the sake of efficacy of implementation. If any society dissents on a particular element or action, the CoCC will revisit the element until full approval from all three the societies is reached.

Prior to meeting registration:

4. Continue to heavily publicize the Safe Evolution website in newsletters, society web pages, social media, and via email to members, and any other appropriate format. The CoCC has released a letter for distribution by the societies.

5. Contract with an on-site Safety Officer for attendance at the meeting, including at least one workshop offering training to attendees. We recommend working with Dr. Sherry Marts of S\*Marts Consulting LLC, who has extensive experience serving as a Safety Officer and providing workshops and training in a variety of settings.

Prior to the start of the meeting:

6. Society Council members must complete training on detection and prevention of harassment. All council members must be trained in items (a–b) by Dr. Sherry Marts, either in person or remotely (e.g., webinar). Items (c–e) are also recommended for all council members, but training requirements can be met by training at home institutions, online or by in person training with Dr. Marts at the meeting.

- a. what to do if contacted by a complainant at a meeting, including maintaining confidentiality; this is sometimes referred to as “allies training”
- b. important considerations in the process of sanctioning inappropriate behavior
- c. active bystander strategies
- d. unconscious or implicit bias
- e. sensitivity and awareness

The cost of trainings will be covered by the meeting budget, not out of pocket for Council members. We are in discussion with Dr. Marts about training options. In the meantime, many training resources available here: <https://serc.carleton.edu/advancegeo/resources/training.html>

7. Establish and train two member groups that will be actively involved in CoC implementation on site. These groups will be formed via nomination by each society president. Those willing to serve will be vetted and trained by Sherry Marts (see #5 above):

- a. *EvoAllies*—a group of ~10–15 attendees trained (remotely by Dr. Sherry Marts prior to the meeting) in what to do if contacted by a complainant at the meeting and designated by a badge or icon on their nametag; this group will serve as initial contacts for complainants and refer them confidentially to the Safety Officer; members should represent each society and represent the diversity of our memberships on all axes to the extent possible; EvoAllies can also implement elements of the enforcement procedures related to responding immediately to incidents (e.g., stopping an offensive presentation or question period), though others are encouraged to respond appropriately, as well.

- b. *Sanctioning officers*—at least 3 elected members from each Society Council will form a group of at least 9 sanctioning officers; representatives from this group will determine and impose sanctions for inappropriate behavior based on recommendations from the Safety Officer, following the established enforcement procedures to impose sanctions. An orientation of the sanctioning officers will be held with the Safety Officer at the start of each meeting.

During registration:

8. All registrants are required to click a box acknowledging that they agree to abide by the CoC and are aware of the enforcement procedures. The box will not be available to be clicked until a pop-up window is opened displaying the CoC with an active link to the enforcement procedures. Our hope is that everyone will actually read this before clicking, but we think quizzes or other assessment devices are not necessary.
9. All registrants will be asked to voluntarily provide contact information so that they may be contacted with messages during the meeting. This includes but is not limited to being contacted by the Safety Officer; other uses could be handling urgent problems with AV for a talk or the need to change rooms for a session, for example.
  - a. An additional option could be setting up an electronic message board at the meeting that the Safety Officer could use.

During the meeting:

10. Safe Evolution buttons or stickers will be made available to anyone who wants to show their support for the efforts to make the meetings safer and more inclusive.
11. Safe Evolution posters and banners with information about the CoC will be distributed throughout the venue, including in restrooms.
12. A workshop related to bystander intervention and preventing harassment will be offered by Dr. Sherry Marts to all interested members (included as part of her on-site fee) at some point during the meeting.
13. Slide shows will play on all screens in between talk sessions with various bits of meeting information, including information about the CoC (e.g., that the CoC is in effect at all times and all events, how to contact the Safety Officer, information from the Safe Evolution site, results from our recent survey, etc.). These should be interspersed with announcements about events, plenary talks, poster sessions, etc.
14. The Safety Officer is given dedicated space to conduct interviews and meetings that is private and away from high-traffic areas.
15. The meeting app includes a feature that sends a message directly to the Safety Officer to set up a meeting. We suggest a fill-in form that is easy to use with a phone that provides the Safety Officer with contact information (email or phone number) so that the Safety Officer can follow up with the reporter.
16. Meeting organizers, Councils, and JMC members are available to assist the Safety Officer as needed to locate attendees. This includes providing the Safety Officer with contact

information (see #8 above). Information about why an individual is being sought will not be shared in order to respect confidentiality.

17. Each attendee will be given a maximum of 2 drink tickets per events that are used for either alcoholic or non-alcoholic drinks. There will be generic tickets for use at poster sessions and specific tickets for the super social with a max. of 2 tickets per registrant per event. Additional drinks may be purchased individually (i.e., cash bar). Non-alcoholic beverages should be available wherever alcoholic drinks are available. The goal is not to prohibit alcohol consumption, but to reduce the perception that the societies are permissive of over-drinking at the meeting.

After the meeting:

18. The Safety Officer will continue to receive and investigate new or ongoing complaints after the meeting has ended.

19. The CoCC will collect feedback on the process from participants and allies/officers and adjust procedures as necessary in response to that feedback in consultation with the Safety Officer.

20. The group of 9 sanctioning officers will meet to de-brief in person with the Safety Officer at or soon after the end of the meeting. This meeting must take place within 1 month of the end of the meeting.

21. The Safety Officer will issue a confidential "final report" to the Society Councils within 4 months of the end of the meeting. This report will summarize the CoC issues that arose during the meeting and how they were resolved.

22. The group of 9 sanctioning officers will be meet via Skype (without the Safety Officer) to discuss the Safety Officer's final report. This second meeting must take place within 2 months after the release of the Safety Officer's final report.