

Code of Conduct

- 10) Participants have two options through which to pursue a complaint:
 - a) If the participant does not wish to enter into a formal investigation process, then IPSA can issue a notice. In these cases, the IPSA Delegate will contact the person who is the subject of the complaint, inform them that a complaint has been made, and remind them of IPSA's Anti-Harassment Policy. The recipient of the notice will have the opportunity to respond to IPSA in writing, but no further formal investigation will be undertaken.
 - b) The formal investigation process will be handled in confidence, and the identity of the complainant will not be revealed to the respondent, except with the permission of the complainant. To proceed with the formal investigation process, the complaint must be made in writing and must include:
 - i. The name of the complainant;
 - ii. The name of the respondent;
 - iii. The nature of the conduct about which a complaint is being made, including, where possible, dates, times and locations;
 - iv. If appropriate, names of any participants who may have witnessed the conduct.
- 11) An investigation will be conducted by the Delegate in every case where a formal complaint is made.
 - a) The Delegate will ask the respondent to provide a written statement in response to the complaint. The Delegate may also contact identified witnesses or consult with others with direct knowledge of the incident in question. All evidence should be given in writing (including email).
- 12) At the end of the formal investigation, the Delegate will propose a resolution for the matter. Resolution may include:
 - i. Determination that IPSA's policy has not been violated and that the complaint will be dismissed;
 - ii. Recommendation for informal resolution of the matter in order to re-establish a professional relationship between the parties, including options such as mediation;
 - iii. Termination of IPSA congress or event participation for the respondent, including current and/or future IPSA congress and events;
 - iv. A temporary or permanent restriction on the respondent regarding accession to leadership positions in IPSA, including the Executive Committee;
 - v. A temporary or permanent suspension of the respondent's IPSA membership.
- 13) The final decision regarding such proposals will be made by the EC, and the resolution of the matter will be notified to all parties in writing.
- 14) In any proceedings, IPSA will make every effort to protect complainants from retaliation. The information given by all parties and their identities will be treated with strict confidentiality. If anonymity becomes difficult to maintain in particular cases, IPSA will defer to the preferences of the complainant.
- 15) This code of conduct and its procedures for resolving grievances are not intended to, and are not a substitute for, the rights of any of the parties to seek legal redress. Any legal action on the part of the complainant will be exclusively a matter between the complainant, the respondent and the authorities in the location where the incident occurred. IPSA will not be a party to such legal action, nor will it accept any legal liability or financial responsibility for such action.

WC2023 Ombudspersons

Prof. Arkadiusz Żukowski, University of Warmia and Mazury in Olsztyn (Poland) and Dr. Lourdes Lodi, Universidad Nacional de Rosario (Argentina)

To file a complaint, please write to ombudsperson@ipsa.org

