

## ArcticNet Meeting and Conference Code of Conduct

All participants, including, but not limited to, attendees (including researchers, partners and students), speakers, volunteers, exhibitors, ArcticNet Committee Members, Management and staff, service providers, and others (hereafter referred to as “all participants”) are expected to abide by this Code of Conduct. This Code of Conduct applies to all ArcticNet Meeting and Conference-related events, including those sponsored by organizations other than ArcticNet but held in conjunction with ArcticNet events, in public or private facilities.

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### Expected Behavior

- All participants are treated with respect and consideration, valuing a diversity of views and opinions.
- Be considerate, respectful, and collaborative.
- Communicate openly with respect for others, critiquing ideas rather than individuals.
- Avoid personal attacks directed toward any participants.
- Not knowingly make false or misleading statement(s) (or engage in activities) that could be viewed as offensive or defamatory to a Conference participant or organization.
- Be mindful of Meeting/Conference etiquette respecting scheduling and direction from a Meeting/Conference Chair, Moderator, Facilitator or Leader.
- Alert ArcticNet staff if you notice a dangerous situation or someone in distress.
- Respect the rules and policies of Conference venues, hotels, ArcticNet contracted facilities, or any other venue.
- Report any concerns regarding the Conference or participant statements or behaviours directly to ArcticNet Staff.

### Unacceptable Behavior

- Harassment, intimidation, or discrimination in any form will not be tolerated.
- Physical or verbal abuse of any participant or other Meeting guest.
- Use of social or mainstream media to target individual actions of Meeting or Conference participants in a way that could harm their privacy and/or reputation
- Examples of unacceptable behavior include, but are not limited to, verbal comments related to gender, sexual orientation, disability, physical appearance, body size, race, religion, national origin, inappropriate use of nudity and/or sexual images in public spaces or in presentations, or threatening or stalking any attendee, speaker, volunteer, exhibitor, ArcticNet staff member, service provider, or other meeting guest.
- Recording or taking photography of another individual’s presentation without explicit permission is not allowed.
- Disruption of presentations at Meetings, Conference oral or poster sessions, or at other Conference-related events organized by ArcticNet at the meeting venue, hotels, or other ArcticNet-contracted facilities.

### Consequences

- Anyone requested to stop unacceptable behavior is expected to comply immediately.
  - ArcticNet staff (or their designee) or Security may take any action deemed necessary and appropriate, including immediate removal from the meeting without warning or refund.
  - ArcticNet reserves the right to prohibit attendance at any future meeting.
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## Reporting Unacceptable Behavior

- If you are the subject of unacceptable behavior or have witnessed any such behavior, please immediately notify an ArcticNet staff member or ArcticNet volunteer in a leadership position.
  - Notification should be done by contacting an ArcticNet staff person on site or by emailing your concern to [arcticnet@arcticnet.ulaval.ca](mailto:arcticnet@arcticnet.ulaval.ca)
  - Anyone experiencing or witnessing behavior that constitutes an immediate or serious threat to public safety is advised to contact 911 and locate a house phone and ask for security
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## More Detail - Code of Conduct Violations

### Who can report a problem?

*Anyone who was directly affected by or witnessed a Code of Conduct violation at an ArcticNet Meeting or Conference can report a problem, and is encouraged to do so.*

### What sort of problem can I report?

*Any behavior or pattern of behavior that violates our Code of Conduct. If you feel someone's behavior is dangerous or harmful to you or others, if someone's behavior makes you feel unsafe or very uncomfortable, or if someone is actively making it difficult for you or others to enjoy or fully participate in the conference, we strongly encourage you to communicate with an ArcticNet staff member or ArcticNet volunteer in a leadership position.*

### Who can I make a report about?

*Anyone whose behavior causes you concern. We will give all reports equal consideration. Our handling of reports will not be influenced by factors such as the social status or conference role of anyone involved in the situation.*

### When can I report a problem?

*At any point however it is requested that reporting be timely - as soon as possible during or after an incident. Reports will be taken seriously and handled appropriately regardless of when they are made. For reports after the Meeting or Conference, please contact [arcticnet@arcticnet.ulaval.ca](mailto:arcticnet@arcticnet.ulaval.ca)*

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## Best Practices

### Be friendly and patient.

**Be welcoming.** *We strive to be a Network that welcomes and supports people from a variety of backgrounds and cultures.*

**Be considerate.** *Your work will be used by other people, and you in turn will depend on the work of others. Your actions and decisions may affect colleagues, collaborators and partners and you should take those consequences into account.*

**Be respectful.** *Not all of us will agree all the time, but members of the ArcticNet Network should be respectful when dealing with other members as well as with people outside of ArcticNet.*

**Be careful with the words that you choose.** *We are a community of professionals and we should conduct ourselves professionally. Remember that ArcticNet is a diverse Network and you might not be communicating in someone else's primary language.*

**When we disagree, try to understand why.** *Disagreements, both technical and social do happen and Arctic science is no exception. It is important that we resolve disagreements and differing views constructively. A strength of ArcticNet comes in its varied membership - people with diverse expertise, skills and from a wide range of backgrounds and perspectives.*

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*This Code Of Conduct is modeled on the American Geophysical Union Meeting Code of Conduct, the Design and Content Conference Code of Conduct and the Speak Up! Community Code Of Content*