



## CODE OF CONDUCT

Attending or presenting your research at RSA is an opportunity to learn about the latest in various areas of alcohol research, present your recent findings, and for networking opportunities. As an RSA attendee and/or presenter, you're expected to practice tolerance and respect for everyone, including attendees, staff and vendors, regardless of their background, gender, class, political views or status.

### **At the RSA Annual Meeting, You Agree To:**

- Respect people's space and everyone's ability to be an attendee.
- Respect confidentiality requests by speakers and other attendees.
- Look out for one another.

### **These Behaviors DO NOT Belong at the RSA Annual Meeting:**

- Sexual harassment of any kind, including unwelcome sexual attention and inappropriate physical contact.
- Being disruptive, drinking excessively, stalking, following, or threatening anyone.
- Behavior or language that discriminates against others or devalues an individual or group of people.
- Invasion of privacy, including taking photos that are unwanted or intrusive.

### **Contact us to Report an Incident.**

If, while at (or after) the RSA Annual Meeting, you have been involved or have witnessed an incident that violates the RSA's Code of Conduct, please contact the RSA Executive Office Association Manager, Benja Matteson [bmatteson@parthenonmgmt.com](mailto:bmatteson@parthenonmgmt.com), Meetings Manager, Laura Reynolds [lreynolds@parthenonmgmt.com](mailto:lreynolds@parthenonmgmt.com), or Member Services Manager, Rachel Rutherford [rutherford@parthenonmgmt.com](mailto:rutherford@parthenonmgmt.com)

Share as much information as you can to help us complete a thorough investigation of the onsite incident. If preferred, have your mentor, PI, or a trusted individual contact Benja, Laura, or Rachel. No matter what, the information shared will remain completely anonymous and confidential.

### **RSA's Commitment:**

The RSA Executive Office will investigate all incidents reported at (or after) the meeting with discretion and confidentiality. The RSA Executive Office reserves the right to bar any person who violates our Code of Conduct from attending the RSA Annual Meeting in its entirety or in part, and/or to cancel the membership of the person without refund.

# RSA Anti-Harassment Statement

July 11, 2018

**Organization Policy:** The Research Society on Alcohol (RSA) is a professional society that seeks to provide an environment that encourages free expression and exchange of scientific ideas. In pursuit of that goal, the members of RSA agree that all people will be treated with respect and dignity, regardless of any personal characteristic, including gender, gender identity or expression, race, color, national or ethnic origin, religion or religious belief, age, marital status, sexual orientation, political beliefs or philosophy, disability status, veteran status, or any other personal characteristic. We agree that all functions of RSA will be conducted in a professional atmosphere in which all participants are treated with courtesy and respect. To ensure courteous and respectful treatment, members will avoid actions or communications that could reasonably cause another person to feel uncomfortable for reasons outside the scientific mission of the Society. We recognize that any member can behave with benign intent in a way that is perceived as discourteous or disrespectful by another, and we welcome feedback from others that our behavior was so received. It is the responsibility of each member, and especially the RSA leadership, to ensure that an atmosphere of openness, respect, and dignity is promoted and maintained.

RSA's anti-harassment policy is intended to be fully consistent with U.S. Federal requirements not to engage in sex or gender-based discrimination, as spelled out in Title IX and as applied to NIH.

To help achieve these goals, RSA and its members (and non-members when applicable) adopt the following anti-harassment policy. This policy addresses both sexual harassment and identity harassment.

## I. Sexual Harassment

- a. Sexual harassment includes any unwelcome sexual advance, request for sexual favors, or other unwanted conduct of a sexual nature, whether verbal, non-verbal, graphic, physical, electronic, or otherwise. This includes offensive or humiliating behavior that is related to a person's sex, gender identity and expression, or sexual orientation as well as behavior of a sexual nature that creates an intimidating, unwelcome, hostile, or offensive professional environment, or that could reasonably be thought to put sexual conditions on a person's professional opportunities. *\*Sexual harassment does not refer to compliments of a socially acceptable nature. It does not refer to warm, friendly interactions. It does not refer to sexual behaviors for which there is clear, free, expressed consent.*
- b. Examples of behaviors constituting sexual harassment are provided in the Appendix.
- c. Acknowledging that sexual harassment is not germane to the scientific mission of RSA, members, also non-members attending the RSA Meeting, will take responsibility to keep professional interactions courteous and free of sexual harassment.

## II. Identity Harassment

- a. Identity harassment includes unwelcome comments to another person about aspects of their identity, including sex, gender, gender identity, physical appearance, race, ethnicity, nationality, political preference, religion or religious belief, age, marital status, disability status, veteran status, or any other personal characteristic. Such comments are not germane to the scientific mission of RSA.
- b. Examples of behaviors constituting identity harassment are provided in the Appendix.
- c. Acknowledging that identity harassment is not germane to the scientific mission of RSA, members, also non-members attending the RSA Meeting, will take responsibility to keep professional interactions courteous and free of identity-based harassment.

## III. Education of Membership

- a. In our efforts to promote courteous, respectful, and non-harassing interpersonal interactions among members, we appreciate and emphasize the value of ongoing self-education regarding the Society's harassment policy. To that end:
  - i. Applicants for membership in RSA will have access to the RSA Anti-Harassment Statement,
  - ii. At the time of membership renewal each year, members will have access to the RSA Harassment Statement.
  - iii. Each year the President of RSA, during her or his address at the start of the conference, will call attention to the Society's Statement and emphasize its importance to the membership.

### **RSA Anti-Harassment Statement Appendix**

- I. Sexual harassment does not meet RSA standards for courteous and respectful treatment of others.
  - a. Examples of conduct that may constitute sexual harassment under this policy include but are not limited to:
    - i. Inappropriate physical contact, including unwelcome touching or sexual advances at any time during a professional meeting or gathering of RSA professionals.
    - ii. Persistent and inappropriate personal sexual attention from one colleague to another after the attention has been declined or rejected.
    - iii. Inappropriate verbal conduct, including lewd or sexually suggestive comments, jokes, innuendoes, or unwelcome comments about an individual's sexual orientation, gender, gender identity, or gender expression (e.g., questions and discussions about a particular individual's sex life; telling a woman she belongs at home or is not suited for a particular job).
    - iv. Inappropriate written conduct, including letters, notes, or electronic communications, containing comments, words, jokes, or images that are lewd or sexually suggestive or relate, in an unwelcome manner, to an individual's sexual orientation, gender, gender identity, or gender expression (e.g., displaying cartoons or posters of a sexual nature; writing sexually suggestive letters or notes).
    - v. Sexual assault, sexual exploitation, relationship violence, stalking, and provision of alcohol and/or other drugs for purposes of conduct expressly prohibited by this policy.
    - vi. Persistent use of inappropriately familiar terms, such as honey, sweetheart, or darling that are likely to cause discomfort.
    - vii. Behavior that is likely to make another person uncomfortable due to feeling objectified or sexualized. For example, looking a woman over from head to foot; staring at sexual parts of another person's body; commenting to a person about their physical appearance to the exclusion of scientific relevance appropriate to the context ("Wow, your body really fills out that dress!").
    - viii. In general, unwanted comments of a sexual nature.
- II. Identity harassment does not meet RSA standards for courteous and respectful treatment of others.
  - a. Examples of conduct that may represent identity harassment include but are not limited to:
    - i. Using epithets or slurs
    - ii. Stereotyping and/or dehumanizing an individual based on identity status
    - iii. Threatening, intimidating, or hostile acts

- iv. Denigrating or disparaging jokes
- v. Displaying or circulating written or graphic material that denigrates or shows hostility or aversion toward an individual or group, based on their identity status
- vi. Expressing microaggressions - i.e., statements or actions seemingly intended to be benign and non-hostile, but that can be experienced as disrespectful and alienating by others. Examples include making comments to ethnic minority persons, such as, “You are so articulate!” “Were you born here?” or, “Can I touch your hair?”

# RSA Anti-Harassment Statement

## Responding to Violations

July 11, 2018

In line with the Research Society on Alcohol (RSA) Anti-Harassment Statement, RSA is committed to providing an annual meeting and other educational venues that are free from harassment from anyone associated with the meeting, including attendees, sponsors, exhibitors, contractors, volunteer leaders, vendors, venue staff, and anyone with decision-making authority. Anyone who has experienced or witnessed an incident (the “Reporter”) that is perceived to violate the Anti-Harassment statement is encouraged to take some type of action in response to the individual who committed the act (the “Respondent”). Options include the following:

1. Direct discussion with and feedback to the Respondent: Although potentially uncomfortable, most professional codes of ethics encourage direct feedback as a first step in dealing with unprofessional behavior and RSA supports this approach.
2. Informal consultation: Discussion between the Reporter and a neutral concerned other is often useful in deciding what steps to take in response to the perceived violation. Consultation may occur with a colleague, mentor, or a designated member of the RSA Living Our Values Committee.
3. Reporting a perceived violation:
  - a. All reports will be treated as confidential. No follow-up steps that require breaking confidentiality will be taken without the express agreement of the Reporter.
  - b. All reports should be directed to the RSA Association Manager, Benja Matteson
    - i. Reports may be made through email ([bmatteson@parthenonmgmt.com](mailto:bmatteson@parthenonmgmt.com))
  - c. Reports may be:
    - i. Information-only with no follow-up requested
    - ii. Request for follow-up action
4. Responses to reports of perceived violations with requests for follow-up:
  - a. A Reporter is free to withdraw his or her report at any time.
  - b. If the Reporter does not withdraw the report, several steps will take place:
    - i. The RSA Association Manager will inform the President of RSA that a report has been filed, maintaining the confidentiality of the Reporter. The confidentiality of both the reporter and respondent will be maintained so that the President is not aware of either of their identities at this step.
    - ii. The Association Manager and President will decide whether the initial report warrants further investigation and whether an outside consultant should be engaged to conduct the investigation. (“the investigator”)
    - iii. If further investigation is warranted, a more extensive interview will be conducted with the Reporter to obtain additional information about the perceived violation.
    - iv. With the assent of the Reporter, the Respondent will be informed of the report of the perceived violation and will be interviewed to obtain additional information.
    - v. Other relevant parties may be interviewed, and other supporting documents (if any) will be reviewed.
    - vi. Following the investigation, the investigator will make an initial determination about whether there was a violation of the anti-harassment policy and provide a report of the investigation

to the RSA President/Executive Committee for review and final determination about the violation. This report will not include names or identifying information about either the Reporter or the Respondent.

5. Potential actions if the perceived violation is supported

- a. In general, responses should be graduated based on the severity of the violation and whether there have been previous reports about the same Respondent.
- b. Recommendations about possible actions will be provided by the investigator to the President/Executive Committee of the Board of Directors. These recommendations will specify the appropriate party to implement the recommendation.
- c. Options include:
  - i. A mediated discussion between the Reporter and Respondent, only if the Reporter freely agrees.
  - ii. An educationally oriented discussion with the Respondent.
  - iii. A formal, written statement to the Respondent that details the violation and expected changes in behavior.
  - iv. Review by the Executive Committee/Board of Directors and rescinding of the Respondent's RSA membership.
- d. The Respondent must be informed that retaliation in any form is not acceptable and will be investigated as a further violation of the RSA anti-harassment statement.

6. Bad faith reports

- a. If Reporter is determined to have acted in deliberate bad faith, the same set of sanctions can be applied to Reporter as to the Respondent

7. Retaliation is prohibited

- a. Retaliatory behavior against the Respondent is subject to the same investigative steps and response options as the original perceived violation.

8. Confidentiality policy

- a. Confidentiality is preserved as much as possible and will only be violated if necessary to preserve the safety of RSA members, staff, and meeting attendees, or for legal reasons.

9. Reports of perceived violations by RSA officers or members of the Board of Directors

- a. If a Reporter identifies an RSA officer or member of the Board of Directors as the Respondent, the Director of RSA will inform the Chair of the RSA Living Our Values Committee.
- b. Together, the Chair of the Living Our Values Committee and Director of RSA will identify the appropriate RSA officer (for example, if the President is the Respondent, the Vice President or President-Elect would fulfill the role of President as outlined in steps 4bii – 5a-d).
- c. In no case would the Respondent be involved in any discussions or decisions about an appropriate course of action.