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Société canadienne de chimie | **Pour notre avenir**

## Code of Conduct

### *A Code of Conduct for Meetings and Meeting-Related Events.*

#### Introduction

The Canadian Society for Chemistry's (the "**CSC**") Canadian Chemistry Conference and Exhibition (the "**CCCE**") is a premier national chemistry conference.

The CCCE is organized by members of the chemistry community in Canada in collaboration with the Chemical Institute of Canada (the "**CIC**") staff at the national office. The CCCE is open to members and non-members of the chemical sciences community in Canada and internationally. The CCCE is hosted annually by the CSC.

The CSC and the CIC are committed to providing a safe, productive and welcoming environment for all participants. In light of this, they have adopted a code of conduct for meetings and meeting related events which are of joint concern.

#### Purposes

1. The purposes of this document (herein the "**Code of Conduct**") are
  - a. to define the general standard of conduct expected of attendees of meetings and related events of the CSC and the CIC, including the CCCE;
  - b. to provide examples of behaviour that constitutes Prohibited Conduct;
  - c. to provide examples of sanctions that may be imposed on individuals who have engaged in Prohibited Conduct; and
  - d. to set out complaint and appeal procedures that the CSC and the CIC will follow.

#### Scope

2. This Code of Conduct applies to all meetings and meeting-related events of the CSC and the CIC, including but not limited to
  - a. The CCCE itself; and
  - b. Events sponsored by other organizations held in conjunction with events of the CSC and/or the CIC, in public or private facilities.
3. This Code of Conduct applies to all participants of meetings and meeting-related events of the CSC and/or the CIC ("**Participants**"). For further certainty, Participants may include, but are not limited to, speakers, attendees, volunteers, exhibitors, CIC and CSC staff, and service providers.

## Interpretation

4. The standards of conduct referred to in this Code of Conduct should be interpreted through the principles governing decision-making and professional conduct contained in the “CIC Code of Ethics”, see **Appendix A**.

## Standard of Conduct

5. Participants shall conduct themselves in a manner that is:
  - a. Respectful of attendees, rules and policies of the meeting venue, and rules and policies of other contracted or event-related facilities.
  - b. Professional, considerate, and collaborative.
  - c. Conscious of critiquing ideas, and not individuals.
  - d. Mindful of surroundings, and active in reporting dangerous situations or someone in distress.
  - e. Respectful of the personal boundaries set by others.
  - f. Respectful of individuals during oral and poster presentations, and during group events not specific to scientific presentations.
  - g. Respectful of all individuals involved in volunteer, management, coordinative, and other contracted capacities.
6. Participants are expected to report or intervene when witnessing someone being on the receiving end of Prohibited Conduct, as defined in **section 7**.

## Prohibited Conduct

7. Participants shall not engage in the following behaviour, either through act or omission (“**Prohibited Conduct**”):
  - a. Disrespectful media usage, including:
    - i. Taking photos or recordings of oral or poster presentations without the explicit permission of the presenter; and
    - ii. Taking photos of a person giving a presentation of any kind without the explicit permission of the presenter.
  - b. Disruption or obstruction of any meeting activity, including
    - i. Oral or poster presentations; and
    - ii. Affiliated group events not specific to scientific presentations.
  - c. Physical, verbal, or cyber harassment, including
    - i. Sexual harassment, bullying, or discrimination in any form, and
    - ii. Intimidation, threats, or coercion;
    - iii. Knowingly creating a condition that threatens or endangers the health or safety of any person;
    - iv. Behaving in a manner that would be reasonably perceived to be humiliating or demeaning to another person; and
    - v. Retaliation for reporting Prohibited Conduct;
  - d. Aiding or encouraging others to engage in Prohibited Conduct;
  - e. Failing to comply with any sanction imposed under this Code of Conduct.
  - f. Reporting Prohibited Conduct in bad faith, including
    - i. Knowingly making false or misleading statements likely to be prejudicial to the accused when reporting Prohibited Conduct; and
    - ii. Fabricating Prohibited Conduct.

- g. Engaging in unacceptable behaviour which is similar in nature to the enumerated kinds of Prohibited Conduct.

The above list of Prohibited Conduct is non-exhaustive. This list is intended to illustrate the acts and omissions which will be considered Prohibited Conduct.

- 8. The following are examples of Prohibited Conduct. These examples are intended to be illustrative, and do not limit the interpretation of the Prohibited Conduct.
  - a. Comments which a reasonable person would interpret to be discrimination based on personal characteristics, such as race, national or ethnic origin, colour, religion, sex, gender identity, sexual orientation, age, mental or physical disability, physical appearance and dress, body size, socioeconomic status, educational background, or marital status;
  - b. Inappropriate use of nudity and/or sexual images in public spaces or in presentations;
  - c. Threatening, stalking, and unnecessary touching of any attendee at the event or meeting, including speakers, volunteers, staff, service providers, and guests;
  - d. Unwelcome sexual advances;
  - e. Requests for sexual favours; and
  - f. Harassment intended and communicated in a joking manner.

### **Reporting of Prohibited Conduct**

- 9. Anyone experiencing or witnessing behaviour that constitutes an immediate or serious threat to public safety is advised to contact 911 and/or to call the conference centre's security team, as appropriate.
- 10. The CSC and the CIC advise that Participants who are the subject of unacceptable behaviour or have witnessed any such behaviour promptly report the behaviour in accordance with the Reporting Process outlined in **Appendix B**, and may use the reporting form included in **Appendix C**.
- 11. There are no penalties for reporting unacceptable behaviour in good faith. See also: **section 7.f**.
- 12. Individuals may request anonymity when submitting a report. Reports requesting anonymity will be strictly respected. However, if the CSC or the CIC determines that the reporting individual's privacy concerns may be outweighed by the privacy and fairness to all concerned, the CSC or the CIC will request that the reporting individual waive their anonymity. The reporting individual has the right to insist upon anonymity, though as a consequence in some instances the CSC or the CIC may be unable to pursue the report.
- 13. The CSC and the CIC reserve the right to inform law enforcement agencies of the situation if the allegations are serious enough to warrant such notice.

### **Annual Report**

- 14. The President of the CSC shall prepare a report annually for the Board of Directors of the CSC, a copy of which shall be provided to CIC. This annual report shall summarize the categories of Prohibited Conduct, the range of sanctions issued, the number of appeals to the Chair of the CIC, and the outcome of such appeals. The annual report will be posted publicly by the Executive Director of CIC.

**Review of Code**

15. The Board of Directors of the CSC and CIC shall review this Code of Conduct at least once every five years.

ENACTED by the Board of Directors of the CANADIAN SOCIETY FOR CHEMISTRY  
on the \_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Print Name: \_\_\_\_\_, President

\_\_\_\_\_  
Print Name: \_\_\_\_\_, Secretary

ENACTED by the Board of Directors of the CHEMICAL INSTITUTE OF CANADA  
on the \_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Print Name: \_\_\_\_\_, Chair

\_\_\_\_\_  
Print Name: \_\_\_\_\_, Secretary

## Appendix A – The “CIC Code of Ethics”



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### CIC Code of Ethics

*Adherence to the following principles is a requirement of membership. They were approved by the CIC Board of Directors on March 9, 1996.*

As professional chemists, chemical engineers or chemical technologists, the members of the Chemical Institute of Canada and its Constituent Societies undertake:

- to dedicate themselves to the highest standards of personal honour and professional integrity;
- to extend fairness and loyalty to associates, employers, subordinates and employees;
- to accept and defend the primacy of public well-being.

In observance of these commitments, they shall:

- practice their professions with honour, honesty, integrity, and dedication to the truth;
- encourage and assist others in observing high professional standards;
- act responsibly, fairly, and in good faith in discharging obligations to the public, their peers, employers, and employees;
- sign and seal only documents that have been prepared by them or under their direct supervision;
- accept remuneration and credit only for work performed and professional services rendered;
- undertake only such work as they are competent to perform, and express opinions only on the bases of adequate knowledge and honest convictions;
- decline to undertake any work that is fraudulent, illegal or unethical;
- place the health, safety and welfare of all persons, and the reputation of their profession, above any consideration of self-interest, and resolve any conflicts in favour of the public good;
- recognize and declare promptly any conflicts of interest arising from their professional activities; and
- seek to promote the understanding of the social and environmental consequences, as well as of the benefits to the public, of the applications of chemistry, chemical engineering and chemical technology.

## Appendix B – The “Reporting Process”

1. The CSC and the CIC advise that Participants who are the subject of unacceptable behaviour or have witnessed any such behaviour promptly take the following steps:
  - a. Immediately notify a CSC or CIC staff member or a member of the Board of Directors of CSC:  
[add names, titles and phone numbers]
  - b. Take detailed notes of the incident.
  - c. Send a written account (a “**Report**”) to the following email address using the form in **Appendix C**:  
[add name, title and email address]

### Short-Term Removals

2. When Prohibited Conduct is disrupting a meeting or meeting-related activity, the Participant engaging in Prohibited Conduct will be asked to cease or to remove themselves from the meeting or meeting-related event by the individual who organized or is chairing the meeting or meeting-related event (“**Responsible Person**”). The Responsible Person:
  - a. Has the authority to require the Participant engaging in Prohibited Conduct to leave the area for the remainder of the meeting or meeting-related event; and
  - b. Shall immediately report the incident to any one of the following:
    - i. the President of the CSC;
    - ii. a member of the Board of Directors of CSC or CIC; or
    - iii. CSC or CIC staff, as appropriate.
  - c. May file an official Report by following the complaint procedure contained in this document.
3. Any person who receives a request to cease disruptive behaviours or to remove themselves from the area is expected to immediately comply with the Responsible Person’s request. If they do not comply with the Responsible Person’s request, it is recommended that the meeting-related activity be stopped and security for the venue called to assist.

### Complaint Procedure

4. Participants may submit allegations that a Participant engaged in Prohibited Conduct (a “**Report**”).
5. Reports should be submitted to:
  - a. the President of the CSC; or
  - b. the person designated by the President of the CSC to oversee the administration of the Code of Conduct;(Interchangeably referred to herein as the “**President**”) as soon as possible following the discovery of the Prohibited Conduct.
6. The President is authorized to
  - a. Respond to Reports;
  - b. Review submissions by Participants relating to Reports;

- c. Make final determinations regarding Prohibited Conduct; and
  - d. Impose sanctions.
7. Upon receipt of a Report, the President will review the Report to determine whether the allegations fall within the jurisdiction of the Code of Conduct.
  8. Allegations of misconduct shall be reviewed, investigated, and decided in a timely and confidential manner.
  9. The President has the discretion to attempt to resolve minor incidents of misconduct informally.
  10. In all other cases, the Participant against whom a Report (the “**Reported Participant**”) has been filed has the right to
    - a. Be informed in writing of the nature of the allegations and the facts alleged against them within a reasonable amount of time (the “**Notice**”);
    - b. Be given a reasonable opportunity to respond to the allegations and to submit relevant information;
    - c. A reasonable opportunity to meet personally with the President to discuss the matter.

If the Reported Participant does not take advantage of these rights after having been given a reasonable opportunity to do so, the President may proceed to make a final decision and impose a sanction or sanctions without such a response or meeting.

11. It is the responsibility of the Reported Participant to provide all materials and information that will support their position.
12. At all meetings with the President, the Reported Participant may be accompanied by a support person of their choosing.
13. The President may be accompanied by a person of their choosing at the meeting. In such cases, the Reported Participant will be notified in advance of the meeting of who will be in attendance and the reason for their attendance.
14. The President will review the Report and any submissions from Participants and the Reported Participant. In the course of his or her review, the President will make reasonable attempts to meet with, seek assistance from, and/or consult with any attendee of the meeting or members of the public with particular knowledge of the alleged incident or those involved.
15. If the President determines that the Reported Participant engaged in Prohibited Conduct, they may impose any sanctions against the Reported Participant they deem appropriate.
16. The decision of the President, with reasons, shall be communicated in writing to the attendee. A copy of the decision will be kept in the Office of the President of the CSC. In some circumstances, the complainant or other person affected by the Reported Participant’s conduct may be advised of the outcome.
17. The President is responsible for the implementation of any decision made under the Code of Conduct.

18. Participants with a material interest in the decision may appeal the decision and sanctions of the President in accordance with the appeal process set out in this document.

## Sanctions

19. The President may impose one or more sanctions for Prohibited Conduct. This section contains a non-exhaustive list of sanctions which the President may impose for Prohibited Conduct.
20. Sanctions imposed by the President shall be proportional to the type of misconduct. Prior Prohibited Conduct may be taken into account in determining an appropriate sanction. In considering an appropriate sanction, the primary consideration of the President shall be to ensure the safety and security of the CSC and its members and staff. Where possible and appropriate, the President will consider sanctions which are designed to help the Reported Participant understand why their own behaviour was inappropriate and to appreciate the impact of that behaviour on others.
21. Typical sanctions may include the following measures:
  - a. Written Warning or Reprimand;
  - b. Behavioural Contract. A Behavioural Contract is a set of behavioural expectations, terms, and conditions that is developed with and signed by the Reported Participant. With their signature, the Reported Participant agrees to the expectations, terms, and conditions, and also acknowledges that any breach of the contract may result in more serious sanctions;
  - c. Restriction or Denial of CSC Services;
  - d. Restricted access to CSC-sponsored events;
  - e. Restitution. An Order from Restriction will require that restitution be made to another individual or the University to compensate for any loss or damage to personal or University property.
  - f. Suspension from membership in the CSC for a specified time period;
  - g. Temporary or permanent ban from attending the CIC and/or the CSC's sponsored events;
  - h. Revoking of membership in the CSC;
  - i. Lifetime expulsion from the CIC and/or the CSC.

## Appeals

22. Both Reported Participants and Participants with a material interest in the decision may appeal the decisions and sanctions of the President.
23. The parties to the appeal are the appealing Participant (the "**Appellant**") and the President (the "**Respondent**").
24. The parties to the appeal have the right to be represented by counsel.
25. The Chair of the Board of Directors of the CIC (the "**Chair-CIC**") has the right to retain and be represented by counsel.



26. The parties to the appeal must bear all their own legal expenses, if any.
27. When a Participant submits a letter of appeal, the sanctions imposed by the President are not automatically suspended. However, the Chair-CIC has the discretion to suspend the sanctions imposed by the President upon written request.
28. An Appeal Application must be filed in writing with the Chair-CIC within two weeks after a decision has been issued by the President.
29. The Appeal Application is a written document which must contain all of the following:
  - a. a copy of the President's decision and reasons;
  - b. the grounds for the appeal (see **section 31**);
  - c. the outcome sought by the Appealing Participant (see **section 33**);
  - d. a full statement supporting the grounds for the appeal;
  - e. the Appellant's full name and contact information, specifying the address which should be used to send documents to the Appellant;
  - f. the name of legal counsel or agent, if any; and
  - g. any relevant documentation in support of the appeal.

In addition, where the grounds for appeal are new evidence, the Appeal Application shall also contain:

- a. a clear description of the new evidence; and
  - b. the names of any witnesses to such new evidence.
30. An Appeal Application will not be accepted by the Chair-CIC if it is incomplete or not filed within the time period specified in **section 28**. Exceptions to the time limit for filing an appeal may be made at the discretion of the Chair-CIC upon written application of the Appealing Participant.
31. Appeals can be made on one or more of the following grounds:
  - a. that there was a serious procedural error in the hearing of the complaint which was prejudicial to the appellant; or
  - b. that new evidence, not available at the time of the earlier decision, has been discovered, which casts doubt on the correctness of the decision.
32. Upon receipt of an Appeal Application, the Chair-CIC shall:
  - a. provide the Respondent with a copy of the Appeal Application and attachments;
  - b. assemble a panel of at least two (2) members of the Board of Directors of CIC or CSC to review any relevant materials and make a final determination (the "**Panel**"); and
  - c. schedule the initial meeting of the Panel.
33. The Panel has the authority to grant one of the following outcomes, in full or in part:
  - a. Deny the appeal and confirm the decision of the President; or

- b. Grant the appeal and direct the President to re-hear the matter or reconsider some pertinent aspect of its decision. At its discretion, the Panel may include recommendations relating to the conduct of any re-hearing.
34. Upon receipt of a copy of the Appeal Application and attachments from the Chair-CIC, the Respondent shall file a concise written response to the Appeal Application (the “**Respondent’s Answer**”) with the Chair-CIC within ten days of receiving the documents. A copy of the Respondent’s Answer shall be provided to the Appellant on the same date, at the address specified in the Appeal Application.
35. Within ten days of receipt of the Respondent’s response, the Appellant may file a reply to the Respondent’s Answer (the “**Reply**”).
36. Subject to the requirements set out herein, the Panel shall determine its own procedures and practices in any appeal and the Chair-CIC may make such rules and orders as they deem necessary and proper to ensure a fair and expeditious proceeding. The Panel is bound by neither strict legal procedures nor strict rules of evidence. It shall proceed fairly in its disposition of the appeal, ensuring that both parties are aware of the evidence to be considered, are given copies of all documents considered by the Panel, and are given an opportunity to be heard during the process.
37. The Panel may summarily dismiss an appeal if the Appeal Application does not, in the judgment of the Panel, raise a valid ground of appeal (see **section 31**Error! Reference source not found.) or does not assert evidence capable of supporting a valid ground.
38. The Panel may, in its discretion, hold an oral hearing or make its decision solely on the basis of written material filed by the parties, provided that it shall hold an oral hearing if a party satisfies it that there is good reason for doing so.
39. While an attempt shall be made to schedule an oral hearing at a time convenient to the Panel and the parties, a request by a party for a lengthy delay in the scheduling of the hearing, or a postponement of a scheduled hearing, will be granted by the Chair-CIC only in exceptional circumstances. Oral hearings will ordinarily be held within six weeks of filing of the Appeal Application. In the case of an oral hearing, if the Chair-CIC is unable to contact the Appellant within a reasonable time to schedule a hearing, the Appellant will be notified at the address they specify on the Appeal Application of the deadline by which they must contact the Chair-CIC to arrange a hearing. If the Appellant has not contacted the Chair-CIC by the specified deadline, the appeal will be deemed to be abandoned and may not be resubmitted.
40. Each party to an oral hearing shall be sent a Notice of Hearing setting out the time, place and purpose of the hearing. If a party does not attend, the Panel may proceed in the party’s absence.
41. Each member of a Panel, including the Chair-CIC, shall vote. There shall be no abstentions. A majority of positive votes is required to grant an appeal. In the event of a tie, the appeal is denied.

42. The Chair-CIC may waive any time limits specified herein or in any procedures adopted by a Panel in a given proceeding.
43. The Executive Director of the CIC shall provide administrative support and procedural advice to the Panel.
44. The decision, with reasons, of the Panel shall be filed with the Executive Director of the CIC and copies shall be sent to the parties.
45. The President of the CSC will notify relevant units of the decision on a need-to-know basis.
46. The decision of the Panel is final.

## Appendix C – Form for Reporting Unacceptable Conduct



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Attention: \_\_\_\_\_ Date: \_\_\_\_\_

From: \_\_\_\_\_ (tel): \_\_\_ - \_\_\_ - \_\_\_ (email) \_\_\_\_\_ @ \_\_\_\_\_

I would like to remain anonymous.

**Note that we will respect your request for anonymity. Please consider providing some contact information so that we may follow up with you if necessary.**

Name(s) (or Identifying Information) of Participants being reported: \_\_\_\_\_

\_\_\_\_\_

Name(s) and contact information of witnesses, if any: \_\_\_\_\_

\_\_\_\_\_

**Note that witnesses may be asked to submit a written report on the incident(s), but that they will not be expected to discuss their report with the offending party.**

Location of Incident: \_\_\_\_\_

Time(s) and Date(s) of Incident: \_\_\_\_\_

Type(s) of Prohibited Conduct Involved:

- |   |  |
|---|--|
| <input type="checkbox"/> Disrespectful media usage                                    | <input type="checkbox"/> Failing to comply with any sanction imposed under the Code of Conduct           |
| <input type="checkbox"/> Disruption or obstruction of any meeting activity            | <input type="checkbox"/> Reporting Prohibited Conduct in bad faith (e.g. fabricating prohibited conduct) |
| <input type="checkbox"/> Physical, verbal, or cyber harassment                        | <input type="checkbox"/> Other unacceptable behaviour  |
| <input type="checkbox"/> Aiding or encouraging others to engage in Prohibited Conduct |  |

Description of Incident:

\_\_\_\_\_

\_\_\_\_\_

