

NESACS Code of Conduct and Incident Response Procedures

The Code

The Northeastern Section of the American Chemical Society (NESACS) is dedicated to providing an inclusive and welcoming environment which is free from discrimination or harassment based on age, race, ethnicity, nationality, disability, gender, gender expression, gender identity, sexual orientation, religious affiliation or belief, political affiliation or ideology, or marital or family status. To achieve and maintain an inclusive and welcoming environment, NESACS expects its volunteers and other participants at NESACS-sponsored events to display the highest qualities of personal and professional integrity at these events and in all forms of NESACS-related communication.

The definitions and procedures described below are meant to help NESACS participants identify harassing behaviors, to clarify ambiguities regarding unacceptable behaviors, and to help prevent future instances of unwanted or harassing behavior.

Definitions

Discrimination is an interpersonal interaction that involves unequal access to benefits, educational opportunities, mentorship, employment, performance evaluation, or professional advancement.

Harassment is a type of discrimination or unwelcome conduct consisting of one or more acts that are abusive, demeaning, offensive, or intimidating based on or due to an individual's protected characteristics, including race, national origin, disability, sexual orientation, etc., or other behavior that a reasonable person would find unwanted or unwelcome.

Sexual harassment is any unwanted or unwelcome behavior, comment, gesture, or treatment that is of a sexual nature. ACS considers sexual harassment to include, but not be limited to, any unwelcome sexual flirtations, advances, or propositions; verbal comments or physical actions of a sexual nature; sexually degrading words; sexually explicit jokes; and offensive, unwanted physical contact; physical or verbal abuse, intimidation, threats, efforts to annoy others, stalking, pushing, shoving or use of any physical force whatsoever against any person.

Contact Person If an ACS member or guest at a NESACS-sponsored event experiences or witnesses an act of discrimination and/or harassment, that person should report the incident to a designated Contact Person, who shall be identifiable by their wearing a blue ribbon. Organizers of all NESACS-sponsored events must designate one or more NESACS volunteers to serve as Contact Persons and introduce them to all those in attendance at the beginning of the event. There shall be at least two contact persons per event and at least one for every 25 attendees. Contact Persons must be familiar with the Code of Conduct and should be:

- i. good listeners
- ii. able to calm people
- iii. able to gather facts without traumatizing anyone involved
- iv. objective and free of conflicts
- v. able to make victims feel safe
- vi. able to contact on-site security and/or law enforcement

Promoting Awareness

The NESACS Code of Conduct shall be:

- i. posted on the NESACS website;
- ii. distributed to all NESACS volunteers including those who are candidates for, or appointed to, governance positions in NESACS. These volunteers must acknowledge reading the Code of Conduct and must agree to abide by it;
- iii. included in registration materials for all meetings/events; participants must acknowledge that they have read the Code of Conduct and agree to abide by it; *

- iv. posted at all meeting/event sites; *
- v. included in all meeting/ event program materials. *

* The following abbreviated version of the Code may be used for the asterisked items.

NESACS Code of Conduct

The Northeastern Section of the American Chemical Society (NESACS) is dedicated to providing an inclusive and welcoming environment which is free from discrimination or harassment. Therefore, NESACS expects all who participate in NESACS-sponsored events to display the highest qualities of personal and professional integrity. If you experience or observe discrimination or harassment at this event, please reach out to one of the Contact Persons wearing a blue ribbon with their badge. For more information about the NESACS Code of Conduct and how to respond to a discrimination or harassment incident, go to <https://www.nesacs.org/codeofconduct.html>.

Reporting an Incident

In the event that a member or guest of NESACS is a victim of, or a witness to, discrimination and/or harassment, that person should either report it to a designated Contact Person as soon as possible, or they may send a report of the incident to the NESACS Secretary (secretary@nesacs.org) or to another NESACS Officer after the event. The report should include the date, time, location, nature of the incident, the individual(s) involved, the names of witnesses, and any additional information deemed important.

Alternatively, an anonymous reporting app for cell phones will be available for members or guests who may not feel comfortable reporting an incident in person.

If the guest or member is in immediate danger, call 911 or on-site security immediately.

Review and Remediation

The purpose of remediation is to put an end to harassing behavior and to reassure the victim that they are safe and welcome at section events. If feasible, the incident should be resolved immediately, or as soon as possible.

When an incident is reported to a Contact Person, that person should notify a partner and they should work together as a team to assess whether the incident needs to be referred to on-site security or to call 911. Contact Persons may decide to manage the incident immediately by gathering pertinent information and attempting to mediate a resolution between the victim and offender. They shall subsequently report the incident and their mitigation measures to the NESACS Secretary.

If mitigation is unsuccessful or deemed not an option, the incident shall be reported to a member of the review and remediation team consisting of the NESACS Chair, Chair-elect, Immediate Past Chair, and Secretary. This team shall meet within 14 days of notification to review the evidence and statements from all the parties involved. The team shall then take enforcement action as they deem appropriate, including but not limited to:

- i. admonishing the offender with a reprimand or verbal warning
- ii. requiring the offender to make a private or public apology
- iii. requiring the offender to leave the venue immediately
- iv. removing offenders who are NESACS volunteers from their volunteer position(s)
- v. precluding offenders from serving in any volunteer roles in NESACS in the future
- vi. precluding offenders from attending future NESACS-sponsored events

NESACS reserves the right to pursue additional measures as it may deem appropriate, including but not limited to consulting the ACS General Counsel on the scope of its investigation and appropriate mitigation measures. Before being subject to disciplinary action(s), the accused shall be afforded the opportunity to respond to charges and present witnesses in accordance with due process requirements of the Constitution and Bylaws of ACS.

A record of the incident, including the statements of all parties, the results of the review process, the results of consultations with the ACS General Counsel, and the remedial actions taken, shall be preserved in a confidential file that shall remain in the NESACS office for a period of not less than 10 years.

The NESACS Secretary shall also inform the members of the NESACS Board of Directors of an incident in a closed meeting of the Board. This closed meeting shall be held at the first monthly meeting of the Board following the incident. The names of the offender(s) and victim(s) shall be withheld from this report and from any others to the Board describing the results of the review process and mitigation measures.

An expanded version of the final report of the incident to the Board: one which will include the names of the offender(s) and victim(s), shall be shared with the chairs of NESACS Awards Committee, Women Chemists Committee, and Younger Chemists Committee. The review and remediation team and the above committee chairs guarantee that they will not share the names of offender(s) and victim(s) with anyone. Should any of these NESACS volunteers fail to maintain this confidentiality, they shall be subject to removal from their Board positions and may be barred from future NESACS-sponsored events.