

# ALPhA Community Standards of Ethical and Professional Conduct

## 1. Introduction

The Advanced Laboratory Physics Association (“ALPhA”) seeks to foster an atmosphere that encourages open dialogue and exchange of scientific ideas in all venues, virtual or in person. ALPhA supports equality of opportunity and treatment for all participants. ALPhA is dedicated to providing a safe and productive experience for the ALPhA community (including for members/non-members at ALPhA sponsored events) regardless of identity - including gender, gender identity or expression; race; color; national or ethnic origin; religion or religious belief; age, marital status; sexual orientation; disabilities; veteran status; immigration status, and any other basis protected or not currently protected by applicable federal or state laws or local ordinances. (See also ALPhA’s Statement on Diversity.)

All ALPhA members and those attending ALPhA events are expected to treat others with respect and consideration. ALPhA does not tolerate discrimination, or any form of harassment, and is committed to enforcing these community standards (the “Standards”). ALPhA aims to achieve an inclusive and welcoming environment. Harassment, sexual or otherwise, is a form of misconduct that undermines the integrity of ALPhA meetings, Immersions, and other gatherings and communications, and will not be tolerated.

## 2. General Expectations

ALPhA values high-quality research, education, professional practice, and service *combined with* highly professional, ethical and inclusive conduct, as fundamental to the excellence and integrity of ALPhA. These values require the following community standards of conduct (“Standards”). ALPhA requires compliance with the Standards by all participants, staff, guests, and vendors, within the ALPhA community, regardless of membership status.

These Standards are in effect for ALPhA activities. This includes but is not limited to conferences, meetings, meeting breakout sessions, tours, social events, and electronic communication, as well as at all ALPhA related events that are expressly sponsored or promoted by ALPhA, whether held in public or private facilities (each may be referred to herein as an “Event” or collectively, as the “Events”).

### 3. Standards

ALPhA encourages all participants to:

- Practice respectful, equitable and inclusive conduct and treatment of all those engaged or contemplating engagement in ALPhA's community, as well as others in the field, including actively rejecting (and not practicing) sexual, intersecting, and other bases of harassment and discrimination (i.e., on the basis of, e.g., gender, race, ethnicity, nationality, religion, sexual orientation, identity and expression, disability, and other identities);
- Not retaliate against any person(s) who raises a conduct concern (including but not limited to under Title IX), or who assist in any way to investigate or resolve it;
- Pay attention to the safety of ALPhA event and community participants, both physical and emotional;
- Participate in the advancement of the ability of individuals, groups and entities to pursue and share the full range of scientific ideas, popular and not, including bolstering creativity, discovery and service via robust and open exchange of scientific ideas and encouraging multiple perspectives to be voiced by a diversity of individuals;
- Follow ALPhA's policies relevant to professional and ethical conduct (these "Standards" and Harassment guidelines below);

### 4. Harassment and Prohibited Conduct

#### Harassment Defined

Harassment includes verbal, physical, and visual conduct that creates an intimidating, offensive, or hostile environment, as perceived by others. Harassing conduct can take many forms and includes, but is not limited to: slurs, epithets, derogatory comments, insults, degrading or obscene words, jokes, demeaning statements, offensive gestures, or displaying derogatory or demeaning pictures, drawings, or cartoons based upon an individual's gender identity, race, color, personal appearance, national origin, religion, age, ability status, medical condition, ancestry, marital status, sexual orientation, or any other basis.

Sexually harassing conduct in particular includes all of these prohibited actions, as well as other unwelcome conduct, such as unwanted physical advances, whether or not the participant submits to the invitation; lewd propositions or innuendos; leering; making sexual gestures; making sexually suggestive or graphic comments or engaging in sexually-oriented conversation; sexually suggestive objects, graphics, pictures, or posters, whether physically displayed in-person or accessed over the Internet; making or using derogatory comments, epithets, slurs or jokes; the touching or display of one's own body; or physical touching or assault, as well as impeding or blocking movements.

Sexually harassing conduct can be by a person of any gender identity and toward a person of any gender identity. Conduct that begins as consensual in nature may become harassment if

one party withdraws their consent. Sexual or other harassment is unacceptable and will not be tolerated.

The list presented herein of what may be deemed sexual or other harassment is not all-inclusive. It is impossible to define every action or word that could be interpreted as harassment. Harassment is defined by the perception of the victim. ALPhA has a "zero tolerance" policy toward discrimination and all forms of harassment and reserves the right to sanction individuals who engage in inappropriate conduct within the ALPhA community, even if it is not specifically referred to in this Code or is not actionable as sexual or any other form of harassment.

## Prohibited Conduct

Prohibited conduct within the ALPhA community includes, but is not limited to:

1. harassment based on gender identity, race, color, personal appearance, national origin, religion, age, ability status, medical condition, ancestry, marital status, sexual orientation, or any other basis protected by federal or applicable state laws or local ordinances;
2. demeaning comments or harassment about a person's professional status or qualifications;
3. sexual harassment, as defined above,
4. abusive conduct that has the purpose or effect of unreasonably interfering with another person's ability to benefit from and enjoy or participate in the Event, including social events related to the Event and sponsored by ALPhA;
5. undue interruption of any Event, speaker, or session; and
6. violence or threats of violence.

## 5. Reporting an Incident

Event participants or other individuals who witness or experience inappropriate conduct within the ALPhA community should report such conduct immediately. The individual may report the conduct to an ALPhA officer or board member (<https://advlab.org/Contact>). Anyone experiencing or witnessing behavior that constitutes an immediate or serious threat to public safety is advised to report it immediately to relevant law enforcement or security. The victim or witness is not required or expected to discuss the concern with the alleged offender.

ALPhA cannot address claimed inappropriate conduct or harassment unless the claims are brought to the attention of ALPhA leadership. Participants are encouraged to report any incidents as quickly as the participant feels safe to do so. This will help ALPhA decrease incidents of harassment by increasing awareness and allowing for appropriate follow-up action. ALPhA is committed to taking all reasonable steps to prevent harassment and prohibited conduct within the community, and will make every reasonable effort to promptly and completely address and correct any prohibited conduct that may occur.

The following guidelines for witnesses or victims of harassment or other prohibited conduct are provided to help with an investigation. ALPhA will make every effort to maintain the confidentiality of reporters and/or of any supporting documentation.

- If possible, record as many details as possible surrounding the event. This includes, but is not limited to: time(s), place(s), nature of the incident, comments made or actions encountered.
- If possible, save any written documentation associated with the violation, including but not limited to emails, notes, or images.
- In documenting the incident, observers and victims are encouraged to be detailed as possible.

ALPhA can only investigate situations that arise within the ALPhA community, at ALPhA events, and in ALPhA -sponsored online communities provided in connection with such events. If inappropriate conduct or harassment occurs at the participant's own or another institution, at a place of work, at a research facility, or online but not via ALPhA -sponsored channels, the appropriate office at that location or the individual's home institution who handles such issues should be contacted.

## 6. Follow up for Reported Incidents

### Investigation

A designated ALPhA representative will promptly and impartially investigate the facts and circumstances of any claim of inappropriate conduct or harassment related to ALPhA communications or within the ALPhA community, after securing approval and cooperation of the individual(s) who experienced harassment (at any time the one bringing the report to ALPhA can choose to end the investigation). ALPhA will make every effort to keep the reporting individual's concerns confidential and will not deliberately share personal information other than to the investigator(s); however, confidentiality cannot be guaranteed in all cases.

During an investigation, the designated ALPhA representative or a designated independent consultant subject to obligations of confidentiality, will generally proceed as follows to determine appropriate action(s):

- document the nature of the complaint;
- interview the complainant;
- conduct further interviews as necessary, with witnesses or, at an appropriate time, the alleged offender;
- document ALPhA's findings regarding the complaint;
- document recommended follow-up actions and remedies, if warranted; and
- inform the complainant of ALPhA's findings.

A specific timeline for the investigation cannot be predicted in advance, as it may depend upon

the nature of the allegations and the investigation process. Every effort will be made to act upon the investigation in a prompt and timely manner. Upon completion of the investigation, ALPhA will take corrective measures against any person who has engaged in conduct in violation of this policy, if ALPhA determines such measures are necessary.

Notwithstanding, ALPhA reserves the right, upon receipt of a complaint, to remove an individual without undertaking an investigation as described herein, if in ALPhA's reasonable discretion, the nature of such complaint requires the immediate removal of an individual in order to ensure that an event may proceed safely and without undue interruption,.

## Sanctions

If, after a thorough investigation, the designated ALPhA representative determines that an individual has engaged in prohibited conduct, the representative shall determine the appropriate action to be taken, which may include, but is not limited to:

- private reprimand;
- removal from an event without warning or refund;
- implementation of conditions for attendance at future ALPhA events;
- restriction from attendance at future ALPhA events;
- or revocation of ALPhA membership.

ALPhA may, but is not required to, report any incident to proper authorities, including but not limited to law enforcement, if in ALPhA's sole discretion such reporting is advisable or necessary. If ALPhA determines that an individual has engaged in prohibited conduct at an ALPhA event or within the ALPhA community, and such individual is an ALPhA member, ALPhA may consider suspension or termination of ALPhA membership solely in compliance with any member disciplinary or termination procedures adopted by ALPhA that provide the member, at a minimum, the rights of notice, a hearing, and a right to appeal any adverse decision.

## 7. Retaliation Is Not Tolerated

Retaliation for complaints of inappropriate conduct or harassment are also considered harassment and will not be tolerated. Retaliatory behavior in connection with the ALPhA community will be investigated in a similar manner to initial complaints.

Adapted from the American Association of Physics Teachers (AAPT) Event Participation Code of Conduct and with guidance from the Societies Consortium on Sexual Harassment in STEMM. Draft version to be adopted by the ALPhA Officers and Board of Directors.