

# ENTOMOLOGICAL SOCIETY OF ONTARIO MEETING CODE OF CONDUCT

[Date code adopted: April 25, 2024]

This Code of Conduct applies to all meetings and events of the Entomological Society of Ontario (ESO).

By attending any ESO meeting you agree to abide by this Code of Conduct. This Code applies to all participants including, but not limited to: attendees, speakers, guests, staff, service providers, vendors and sponsors.

## Authorship

All authors listed on a presentation or abstract must agree with all information that is contained in the presentation. Failure to agree will result in the presentation being withdrawn.

Submission of a presentation to an ESO Annual Meeting indicates the intent of one of the listed authors to attend the meeting. Repeated or consecutive last-minute cancellations may result in the denial of future submissions.

## Photography

The ESO requests that there be no photography or videography of presentations or posters without the permission of the presenter. Permission may be granted by the presenter by including a camera symbol on the title slide or any of the slides.

## Expected behaviour

- Treat all other participants with kindness, respect and consideration.
- Communicate openly and with respect for others, and in the language of your choice.
- Personal attacks are not acceptable. Critique ideas, not people.
- Alert the meeting organizers or staff if you notice a dangerous situation or someone in distress.
- Respect the rules and policies of the venue.

## Unacceptable behaviour

Violent or discriminatory behaviour or harassment in any form will not be tolerated. Harassment means engaging in a course of vexatious comment or conduct against another person that is known or ought reasonably to be known to be unwelcome. Note that it is possible for a single incident, if sufficiently serious, to constitute harassment.

Harassment includes, but is not limited to: offensive gestures or comments (verbal or written) related to a person's race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status, or disability; deliberate intimidation; unwanted photography or recording; sustained disruption of

presentations and events; or any form of unwelcome attention, including physical contact. Participants asked to stop harassing behaviour are expected to comply immediately.

Other examples of unacceptable behaviour include:

- Physical or verbal abuse of any participant.
- Use of sexual or discriminatory images in public spaces or in presentations.
- Bullying behaviour.
- Retaliation for reporting of unacceptable behaviour.
- Using power or status imbalances to directly manipulate a situation or meeting participant(s)

## **Immediate serious threat to personal or public safety**

Anyone experiencing or witnessing behaviour that is an immediate threat to personal or public safety should contact local law enforcement (by calling 911) and immediately notify venue security.

## **Reporting Unacceptable Behaviour**

If you are the subject of unacceptable behaviour or have witnessed such behaviour, please immediately notify a Code of Conduct Advocate. Code of Conduct Advocates will be wearing identification so as to assist you in identifying them.

For the 2024 ESO meeting, notification may be done on-site or by emailing your concern to our Advocates, Shereen Xavier (shereen.xavier[at]mail.utoronto.ca) or Menilek Beyene (menilek.beyene[at]mail.utoronto.ca).

Reporting should never be done via social media to protect the confidentiality and fairness of the reporting process, and to ensure that reports are received in a timely manner.

Regardless of whether a notification is made, you are encouraged to document the unacceptable behaviour in writing as soon as possible in the event that further investigation is required.

## **ESO Investigation and Response to Complaints**

Investigations into alleged unacceptable behaviour pursuant to this Code of Conduct shall be the responsibility of a person or committee appointed by the ESO Board of Directors.

The person assigned to conduct the investigation may be internal or external to the organization. The investigator will interview and collect documents from the person who allegedly experienced the violence or harassment, the alleged harasser(s), and any other relevant witnesses.

Information that is provided about an incident or complaint will not be disclosed, except as necessary to investigate the complaint / incident, to take corrective action, or as otherwise required by law. While the investigation is ongoing, the person who has allegedly experienced harassment, the alleged harasser(s), and any witnesses should not discuss the incident or complaint or the investigation with each other or with other ESO members unless necessary to obtain advice about their rights.

Depending on the severity of the alleged incident(s), the ESO may impose interim measures to ensure the health and safety of its members, staff and volunteers, including but not limited to suspension from employment with pay or suspension from board/committee duties, pending completion of an investigation.

At the conclusion of the investigation, ESO's Board of Directors will reach a decision as to whether there was violence or harassment and will report its findings, including any corrective action that will be taken, to the person who allegedly experienced the violence or harassment and to the alleged harasser.

In addition to any interim measures taken, violators of this Code of Conduct will receive a written summary of actions taken in response to an investigation or incident report.

The ESO Board of Directors shall be responsible for implementing all responses and sanctions that may result from an investigation of a complaint.

ESO shall maintain all records relating to the investigation for at least one year from its conclusion.

## **Consequences**

**The ESO reserves the right to remove an individual from any meeting without warning or refund, prohibit attendance at future meetings and suspend or rescind membership in the ESO for failing to abide by this Code of Conduct.**