

Society Response to Reports of Community Standards Violations

Society responsibilities

The Society takes community standards seriously. Concerns about violations of Society Community Standards, and requests for sanctions due to perceived violations, will be reviewed by the Society in the following cases:

1. An individual self-reports they have been subjected to a violation of Society Community Standards during the course of a Society event and within the Society event space, or
2. An individual notifies the Society through the complaints process that a Society Community Standards violation has been reported publicly by an individual themselves or by a credible body such as the Federal government's Office of Research Integrity, a Federal or state agency (eg, NSF, NIH), a professional organization, an academic institution, an employer, or a court of law, and the violation is reported to the Society for review.

Investigations into possible violations of Society Community Standards are not legal proceedings. The Society will consider investigation into possible violations if filed within four years of the occurrence of an event or the publication of the report or issuance of the finding, sanction, or action. For the first two years this policy is in effect (June 2020-June 2022), limitations on the time frame will be waived, subject to the Society's discretion as to whether to accept or proceed with any particular sanctions investigation.

Complaint submission procedures

Complaints of possible violations of Society Community Standards must be submitted in writing using the [Society Complaint Form](#), which can be filled out directly online, or downloaded and emailed to the [Executive Director](#) or any [Society Board member](#). Verbal complaints will not receive formal response, except in cases of imminent and immediate bodily harm or if the Society otherwise determines that immediate action is necessary based on the verbal information received; in these cases the person receiving the verbal report will confirm verbally they are receiving an official complaint and will share the complaint with the Executive Director and the Board President as soon as possible, and will document the complaint in writing within 24 hours. Complaints must be submitted through the above means to be reviewed. Complaints may be submitted by members or non-members.

Complaint review procedures

While the process may vary from case to case, complaint review procedures will generally include the following:

- When a complaint is received, the person receiving the complaint will immediately notify the Executive Director and Board President. In cases of Board

President involvement or conflict of interest, the next highest ranking Board member will be contacted (in order: President Elect, Treasurer, Secretary).

- Upon receipt of a complaint, the Executive Director and the Board President (or other ranking Board member) will share the complaint with the Executive Committee. The Executive Committee will determine if the report meets the criteria for further review laid out in this document. If the complaint does not meet the criteria outlined in this Policy, the complainant will be informed which criteria were not met and that no further action will be taken by the Society. If the complaint does meet the criteria laid out in this document, the Executive Director and Board President will create a Sanctions Panel.
- The Sanctions Panel will normally consist of the following: the Board President, the Executive Director (non voting), the Governance Committee Chair, and a Chair of the DEI Committee. Where the Board President, Chair of the Governance Committee, or Chair of the DEI Committee is the focus of the complaint, or has a conflict of interest, they will not participate in decisions about how/whether to proceed with the complaint, serve on the Sanctions Panel, or otherwise participate in the handling of the complaint. An administrative staff member at the Society may support this process through scheduling, notetaking, or other support.
- The Sanctions Panel will conduct a review of the complaint and take any interim actions (eg, instructing the accused to refrain from communications with the complainant) as appropriate. In cases where there is need for more immediate action to prevent likely harm, the Executive Director or Board President may implement interim actions before the Sanctions Panel has convened.
- The complainant will be notified that the request has been accepted for investigation, that the Sanctions Panel plans to notify the accused of the complaint, and that the notification to the accused will include a written summary of the name of the individual who has submitted the complaint, the substance of the complaint, the names of the Sanctions Panel members, and any other relevant information about the process.
- Review by the Sanctions Panel will typically include: interviews with all parties involved, including any relevant witnesses, as identified either by the complainant or the accused, and review of any relevant documentary evidence, and creation of a written documentation of the information gathered from all parties and decision made by Sanctions Panel.
- If the Executive Committee determines that a report of community standards violation, which was submitted to the Society and based on a publicly reported event, meets criteria for further review as laid out in this document, the review will include the above steps, with the addition of review of submitted public statements.

- After review, the Sanctions Panel will discuss and vote on 1) the determination of the violation and 2) a motion of sanctions if a violation of the community standards has been found. An affirmative vote of the majority on the Sanctions Panel is required for these motions to pass.
- After the decision is made, the Sanctions Panel will provide a summary report to the Board of Directors, the complainant, and the accused. The report will indicate if the motion passed or not, but neither the vote tally nor the decisions of individual members of the Sanctions Panel will be included.
- The Sanctions Panel will remain active until a determination has been made on the request, and every effort will be made to investigate in a timely manner.

Sanctions

Sanctions implemented will vary from case to case. Any individual who is determined, after investigation, to have violated the Society's Community Standards will be subject to appropriate sanctions. Possible sanctions include:

- Discharge or removal of offending officers, directors, or committee members
- Removal of an individual from one or more Society events without refund for attendance
- Exclusion from future Society events
- Revocation of membership status
- Revocation of Society honors or awards
- Suspension or revocation of grant funds
- Recommendations for training, education, and affirmation of this policy
- Other appropriate sanctions.

The seriousness of the violation, the existence and nature of prior harassment complaints and/or policy breaches, and the wishes of the complainant, as well as other considerations, will be taken into account when determining action. All sanctions and remedial actions will be imposed as determined by the Sanctions Panel in its sole and exclusive discretion and in a manner consistent with the Society's Bylaws and applicable law.

Confidentiality

The Society will maintain the confidentiality of the complainant, the accused, and the witnesses to the extent possible under the circumstances. The Society cannot promise absolute confidentiality, but will strive to proceed on a need-to-know basis. The Society will generally not comment publicly or to outside parties about the complainant or accused. It is the responsibility of all individuals acting on behalf of the Society to not comment on or disclose the sanctions request except as authorized by the Society during and at the conclusion of the process, as these matters are handled confidentially and may also present a legal risk.

Reporting without fear of retaliation

Retaliation for reporting harassment or participating in an investigation will not be tolerated. This no-retaliation policy applies for all good faith complaints of harassment that are filed, whether held to be well-founded or ultimately determined to be unfounded or indeterminable. Retaliation against any party involved - the accused, complainant, witnesses, and investigators - will not be tolerated.

Appeals process

After a review has been completed, the complainant or the accused may appeal the decision in limited cases. Appeals are not for the purpose of having a second review of all facts, but are limited to considering: 1) evidence not previously available to the Society investigation, 2) material defects in the process leading to the decision, 3) severity or appropriateness of the imposed corrective action, or 4) when a sanctioned individual has completed a rehabilitation, reparations, or restorative justice process. Appeals in the first three cases will only be considered within 15 business days of the letter notifying the individual of the decisions. Appeals in the last case will be considered up to two years after notification of the decision.

Appeals must be submitted in writing to the Executive Director and the Board Chair. Where a complaint involves the Board Chair, or the Board Chair has a conflict of interest, the appeal can be sent directly to the Executive Director. The Sanctions Panel will review the written appeal(s) and respond in a timely matter. Based on the submitted appeal documents, the Executive Committee will determine if the criteria for appeal have been met. If the appeal does not meet the criteria outlined in this Policy, the complainant will be informed which criteria were not met and that no further action will be taken by the Society. If the appeal does meet the criteria laid out in this document, the Executive Director and Board President will create a Sanctions Panel, as described above. The Sanctions Panel will then follow a similar review process for appeals as the process described above for initial violation submissions.

Limitations

The Society is committed to addressing violation of its Community Standards as described in this Policy. The Society is unable to adjudicate complaints outside of those outlined in this Policy. In addition, it is within the Society's sole and exclusive discretion whether to accept and/or proceed with reviewing any particular request for sanctions or appeals. The following limitations apply to this Policy:

- The Society will not investigate reports of violations outside of those outlined in this Policy.

- The Society will not accept requests for sanctions of conduct that have been addressed in or are the subject of civil or criminal litigation, absent compelling circumstances. The Society may, however, consider any determinations made in such litigation in connection with its own activities and events.
- The Society will not accept requests for sanctions of conduct that are within the purview of the individual's employer, of a publisher of an individual's work, of a granting agency, or of another institution, absent compelling circumstances. The Society may, however, consider any determinations made in such investigations in connection with its own activities and events.
- The Society will not accept requests related to deceased individuals.
- The Society will not accept requests for re-review of determined sanctions, except in the cases when an appeal is submitted, as outlined above.
- Requests for sanctions regarding Society employees are handled under the Society's personnel policies and procedures; for more information, please contact the Executive Director or the Board President.
- In cases outside of the Society's scope, individuals may seek to adjudicate cases through a governmental agency, one's own employer, or the employer of the other party or parties involved. Individuals may always choose to report crimes, including but not limited to, sexual violence, to the state or local police department or the county prosecutor's office where the incident(s) occurred, even if the incident occurs at a Society event or program.

Record keeping

The Executive Director will prepare two annual reports of complaints that have been received of violations of Society Community Standards. The first report, containing very general information about the number and types of complaints received, is provided to the Board of Directors at an annual board meeting and is available to Society members, upon request. The second report describes each complaint received and action taken, with all identifying information removed. This report is held as a confidential record in the Society files and may be consulted only by members of the Board in the course of their duties of investigation.