

## EVENTS CODE OF CONDUCT<sup>1</sup>

The Association of American State Geologists (AASG) offers an annual meeting, mid-year meeting, liaison meetings, and occasionally other events (referred to collectively as “**AASG Events**” defined below) that give participants opportunities to learn, grow professionally, and exchange ideas. AASG is committed to fostering a professional, respectful, inclusive environment at all AASG Events, where all participants can participate fully in an atmosphere that is free of harassment and discrimination.

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### A. Applicability and Definitions

This Events Code of Conduct (the “Events Code”) applies to all “**AASG Events**,” defined broadly as any in-person or online AASG-sponsored or -organized meetings or gatherings, wherever located, including activities associated with annual and mid-year meetings, liaison meetings, workshops, field trips, and business meetings.

This Events Code applies to all “**Participants**” in AASG Events, meaning AASG members, associates, emeritus, and honoraries, organizers, attendees, speakers, session chairs, individuals submitting abstracts, guests, volunteers, exhibitors, service providers, and anyone else in attendance.

“**AASG Leaders**” have decision-making authority under this Events Code. For the purpose of this policy, they are any member of AASG’s Executive Committee.

### B. Conduct Requirements for All Participants

AASG expects all Participants to comply with the letter and spirit of this Events Code. AASG Leaders reserve the right to enforce this Events Code against any Participant found to have violated AASG’s commitment to a professional, respectful, inclusive environment even if a specific behavior is not listed below.

<b>DO</b>	<b>DO NOT</b>
<ul style="list-style-type: none"> <li>• <b>Show respect and consideration</b> for all people, and do not dominate discussions;</li> <li>• <b>Listen to others.</b> Make room for a diversity of voices in group discussions, on panels, and the like without pressuring those who choose not to speak;</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Intentionally talk over or interrupt others;</b></li> <li>• <b>Engage in conduct or make comments that are biased, demeaning, intimidating, coercive, or harassing/hostile,</b> whether seriously or in jest (examples include derogatory, exclusionary behaviors or comments toward others based on gender, sexual orientation, disability, physical</li> </ul>

<sup>1</sup> Approved by AASG Executive Committee on 6 June 2023. This policy is based in part on a model policy created by the Geological Society of America and Education Counsel LLC. It is subject to a license agreement ([https://societiesconsortium.com/wp-content/uploads/2019/07/4-2-19-Members-License.final\\_.pdf](https://societiesconsortium.com/wp-content/uploads/2019/07/4-2-19-Members-License.final_.pdf)) requiring the following attribution: © American Association for the Advancement of Science for the benefit of and sponsored by the Societies Consortium on Sexual Harassment In STEMM (<https://societiesconsortium.com/>); original created by Education Counsel LLC.

<ul style="list-style-type: none"> <li>• <b>Be collegial and collaborative.</b> Be mindful of your tone and the potential impact your position, experience, and/or privilege may have on others;</li> <li>• <b>Show that you value differing perspectives.</b> Communicate openly and civilly – critique ideas, not people;</li> <li>• <b>Be inclusive</b> and intentional about welcoming a diversity of individuals when networking, organizing panels, leading sessions, or inviting others to share ideas;</li> <li>• <b>Honor presenters’ requests NOT to take pictures or recordings.</b> It is up to presenters to let you know if they do not allow pictures or recordings;</li> <li>• <b>Act professionally and responsibly</b> if you choose to drink when alcohol is available, or you use other legal intoxicants;</li> <li>• <b>Report concerns immediately</b> so that AASG can act quickly to address and resolve issues (see section D below for details on how to report concerns);</li> <li>• <b>Respect confidentiality</b> of the identities of any individuals involved in a conduct concern while it is being reviewed and addressed;</li> <li>• <b>Comply with requests to stop behavior.</b> If any AASG Leaders, AASG members, associates, or honoraries, session or field trip leader, or other person in a facilitation or leadership role asks you to stop a behavior deemed unacceptable, immediately and respectfully comply;</li> <li>• <b>Obey the rules and policies of the meeting venue,</b> hotels, AASG-contracted facility, or any other venue where your meeting badge and AASG affiliation is likely to be displayed.</li> </ul>	<p>appearance, body size, race, religion, national origin or any identity-based factors);</p> <ul style="list-style-type: none"> <li>• <b>Engage in personal attacks or bullying;</b></li> <li>• <b>Comment on personal appearance,</b> seriously or in jest, unless you know such comments are welcome;</li> <li>• <b>Display nudity and/or sexual images</b> in public spaces or presentations;</li> <li>• <b>Touch or make physical contact</b> with anyone unless you know such contact is welcome;</li> <li>• <b>Disrupt or engage in violence or abuse, threats of violence, harm, or threats of harm of any kind.</b> Do not create/contribute to a safety threat or unsafe or exclusionary situation. <i>Unless otherwise required by law, firearms, knives and other weapons are not allowed;</i></li> <li>• <b>Drink or use other legal intoxicants</b> to the extent that your ability to act professionally is compromised;</li> <li>• <b>Invade the personal privacy of individuals.</b> Do not view, take pictures of/record, or distribute pictures/recordings of individuals at times or in places where they reasonably can expect privacy (e.g., bathrooms, breastfeeding rooms, etc.);</li> <li>• <b>Take or distribute pictures or recordings without approval.</b> Presenters are responsible for making it known if pictures and recordings are not allowed;</li> <li>• <b>Retaliate against or disadvantage anyone for reporting a concern</b> or cooperating in an investigation. Do not make bad faith accusations.</li> </ul>
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### C. What To Do If You Have Conduct Concerns

- Call 911 if you have an immediate and serious public safety concern.
- Act if there is a conduct concern. If you have a concern or are in distress or danger – or if you see anyone in distress or danger – let us know immediately by using any of these options:
  - Report - openly or anonymously – to any AASG executive committee member:
    - John Metesh (President) – Phone - 406-490-0601
    - Jessica Moore (President Elect) – 304-677-0642
    - Clare Falcon (Vice President) – 225-333-9252
    - Jim Faulds (Past President) – 775-682-6650
    - Harley Means (Secretary) – 850-617-0312
    - Claudio Berti (Treasurer) – 208-885-7479
    - Rich Ortt (DEI Committee Chair) – 410-299-2718

## D. Investigation Process and Consequences

AASG investigates all conduct concerns as promptly, thoroughly, and confidentially as possible in accordance with the following guidelines. AASG Executive Committee members who receive complaints are expected to notify the designated investigator, which is the DEI Committee Chair, who will lead the investigation if available. If the DEI Chair is not available, the AASG Executive Committee will appoint an individual on the Executive Committee to lead the investigation.

1. **Initial Assessment.** After learning of conduct concerns, the designated investigator conducts an initial review to determine what steps may be needed to keep our events safe. During this stage, a written statement from the person making the report is required so the designated investigator can begin planning the investigation.
2. **Confidentiality & Anonymity.** AASG treats all conduct concerns as confidentially as possible, making a reasonable effort to protect the identity of anyone involved in the investigation process, including targets, accused individuals, and witnesses. AASG may determine that it needs to share information with others to carry out a full investigation, facilitate monitoring and oversight of our procedures, and/or collaborate with other organizations involved in events at AASG meetings. In such cases, AASG will take care to limit what is shared and with whom on a strict need-to-know basis. AASG expects everyone involved in an investigation, regardless of their role, to respect the confidentiality of the process while the concerns are being reviewed and addressed.

**Investigations.** AASG's designated investigator gathers information needed to make findings of fact. Typically, this involves speaking to the identified target, the accused Participant, and any witnesses as well as reviewing any documents, photographs, or other relevant information. To ensure adequate due process, it is AASG's policy to inform accused Participants of the allegations against them so that they have an opportunity to provide relevant facts.

3. **Notice to AASG Leaders for Decision-Making.** AASG's Executive Committee are responsible for making decisions about potential Events Code violations. The investigator provides the AASG Executive Committee with pertinent details about the allegations and findings of fact so that they can make timely decisions about whether there have been Events Code violations and, if so, what consequences are appropriate. (See section below for information on potential consequences.)
4. **Consequences that may be Imposed by AASG Executive Committee.** The AASG Executive Committee has the sole discretion to make interim and final decisions about the steps needed to enforce this Events Code, considering what will serve AASG's best interests and commitment to ensuring safe, respectful, inclusive scientific events.
  - **Interim Decisions.** The AASG Executive Committee may decide that immediate action is necessary to ensure the safety of an AASG Event *before* an investigation can be completed. For example, upon receipt of credible allegations that an individual is engaging in disruptive, harassing, or biased behavior that is reasonably likely to make other Participants feel unsafe, AASG's Leaders may require the accused Participant to leave an AASG Event immediately at the Participant's own expense and without refund. In such a case, AASG would promptly notify the accused Participant and others directly involved of its decision, making it clear that:
    - The AASG Executive Committee has not made a judgment that the accused Participant violated this Events Code, but rather they are prioritizing preventive safety and non-disruption measures;
    - AASG will conduct a fair, thorough investigation as soon as it is feasible to do so and that no final decisions will be made until that time;
    - Confidentiality is paramount, and AASG expects everyone involved to respect and maintain confidentiality of the identities of any individuals involved in this process.

- **Final Decisions.** Once an investigation is complete, the AASG Executive Committee will review the findings of fact to determine whether there has been a violation of this Events Code and, if so, what consequences are warranted. Depending on the situation, such consequences may include:
  - Requiring the accused Participant to leave an AASG Event at the Participant’s own cost, without refund;
  - Prohibiting the accused Participant from attending future AASG Events; and
  - Any other actions deemed necessary and appropriate.

Instead of or in addition to any of these consequences, AASG may with the consent of the parties pursue a restorative or other community-building action or remedy.

- **Notice of Final Decisions.** After making a final decision, AASG’s President will notify the accused Participant and the identified target of the decision.

## E. Recordkeeping

AASG maintains confidential records of all complaints submitted under this Events Code and how they were handled to assist AASG in monitoring, evaluating, and improving the effectiveness of this Events Code.

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Name (please print)

Signature

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Affiliation (name of organization)