

Conference Code of Conduct & Complaint Procedure

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Objective and Commitment to Respectful Discourse

The Canadian Sociological Association (the “CSA”) is a national member-based organization that promotes research, publication, and teaching of Sociology.

In all of its activities, the CSA is committed to the advancement of its goals through respectful, inclusive, and collegial discourse and engagement. Accordingly, the CSA requires adherence to these values by its members, staff, and volunteers, as well as all participants in CSA events and meetings.

The CSA strives to ensure that all participants in CSA activities enjoy an environment free from discrimination, harassment, and bullying. Further, the CSA is committed to providing an atmosphere through all of its activities which encourages free expression and the exchange of ideas in a respectful manner as well as open, critically engaged, and sometimes challenging discourse.

To that end, the CSA requires that all members, participants, and those accompanying participants to CSA activities, whether in-person or virtual, comply with the Code of Conduct as set out herein and as may be amended by the CSA from time to time. Failure to do so may result in disciplinary action up to and including expulsion from CSA membership and/or participation in CSA activities.



Definitions

- *“Conference”*: Conference of the Canadian Sociological Association – the CSA’s largest annual event.
- *“CSA Activity”*: Any in-person or virtual event (including the Conference) hosted or organized by the CSA, as well as any activity, discussion or discourse related to the CSA’s events, meetings, mandate or work.
- *“Member”*: Individuals who have registered for membership pursuant to the applicable CSA Bylaw.
- *“Participant”*: Any registered attendee, speaker, invited guest, sponsor/exhibitor, staff member or volunteer participating in the Conference, or any other CSA Activity.
- *“Non-Participant”*: Any person who has accompanied a Member or Participant in a CSA Activity but is not registered to attend.
- *“Sanctionable Conduct”*: Any conduct, as outlined below, for which the CSA may impose sanctions at its sole discretion.
- *“Complaint”*: An alleged sanctionable conduct.
- *“Complainant”*: Party filing a complaint alleging a violation of the Code of Conduct.
- *“Respondent”*: Party who is alleged by the Complainant to have engaged in Sanctionable Conduct.
- *“Witness”*: A party who has information in relation to, or has witnessed, the incident(s) giving rise to the Complaint.

Sanctionable Conduct

At all times while participating in any CSA Activity, all Members and Participants are required to conduct themselves in a respectful and appropriate manner that upholds the values of the CSA as set out above. Further, Members and Participants are required to ensure that Non-Participants accompanying them to a CSA Activity be aware of, and comply with, this Code of Conduct. The expected behaviour extends to any format of the event or meeting, including any virtual forms, and to the use of any online tools related to the event or meeting.

Sanctionable Conduct of Members and Participants reflects negatively on the reputation of the CSA and may create a hostile environment for other Members and Participants. Non-Participants accompanying Participants to a CSA Activity can have a similar impact.

Accordingly, while in the vicinity of a CSA Activity and while participating, attending or engaging in any CSA Activity, all Members, Participants, and Non-Participants are required to adhere to the Code of Conduct and refrain from Sanctionable Conduct towards other Members and Participants, as well as towards Non-Participants and staff and students of any host institution or venue.

The following conduct, whether in writing, in person, or by other virtual form, will not be tolerated by the CSA:

Violence

Any form of violence, including the use of physical or sexual force, actual or threatened and/or emotional, psychological or verbal abuse.



Discrimination

Any conduct which includes:

1. Any act or omission which has the effect, intentionally or unintentionally, of denying an individual or group equal treatment or opportunities; or
2. Any conduct, statement, remark or comment which is derogatory, discriminatory or engages inappropriate stereotypes;

On the basis of any prohibited ground including race, ancestry, place of origin, ethnicity, citizenship, gender identity and expression, age, sexual orientation, marital status, family status, disability, physical appearance, body size, religion (or lack thereof).

Note: In assessing the discriminatory nature of any alleged conduct, the CSA shall be guided by any applicable legislation in the province wherein the CSA Activity is occurring.

Harassment and Bullying

Any conduct which includes:

1. A course of vexatious comment or conduct which is known or ought reasonably to be known to be unwelcome;
2. Sexual harassment and/or unwanted sexual advances; and
3. Conduct which invades the privacy of another Member or Participant.

Harassment need not be intentional and need not be on the basis of a prohibited ground, as defined above. Examples of harassment and/or bullying include:

- Unwelcome, unwanted or inappropriate jokes
- Taunting
- Conduct that makes the victim feel unsafe
- Inappropriate comments about one's physical appearance or body size
- Derogatory or dismissive comments
- Offensive or belittling comments or gestures
- Displaying offensive or derogatory material
- Shunning or exclusionary conduct
- Persistent disruption of talks or events
- Any other conduct that creates an intimidating, offensive or hostile environment

Disreputable Conduct

Any other conduct that causes, or has the potential to cause, damage to the reputation of the CSA.

Conduct Complaints

All complaints regarding the conduct of a Member Participant or Non-Participant shall be made, and addressed by the CSA, pursuant to the CSA's Complaints Investigation Procedure.

At all times, the CSA will be respectful of its duty of confidentiality throughout any complaints process and shall comply with its statutory obligations under the [*Personal Information Protection and Electronic Documents Act*](#).



Possible Sanctions

Where a Member or Participant is found, pursuant to the Complaints Investigation Procedure, to have engaged in Sanctionable Conduct, the CSA may impose any one (or more) of the following sanctions:

- Verbal or written warning or reprimand;
- Suspension of Participant or Member from a CSA Activity or Activities without reimbursement;
- Suspension of Participant or Member from a specific portion of a CSA Activity without reimbursement;
- Expulsion of Participant or Member from CSA Activities on a permanent basis;
- Suspension or Expulsion of Member from the CSA; and/or
- Requirement to undergo training, education, policy review or to acknowledge wrongdoing in to address the specific nature of the Sanctionable Conduct.

Where a Non-Participant accompanies a Participant to a CSA Activity and engages in Sanctionable Conduct, the Non-Participant may be immediately expelled from the CSA Activity. In appropriate circumstances, the accompanying Participant may also be expelled from the CSA Activity and/or may be subject to other sanctions as set out above.

Any determination as to the appropriate sanction will be on the basis of the severity of the conduct and will be at the CSA's sole discretion. The purpose of any sanction will be aimed at correcting the Sanctionable Conduct and ensuring a safe, respectful and collegial environment on a going forward basis.

The Canadian Sociological Association has no authority to impose monetary sanctions of any kind.

Complaint Procedure

The purpose of this Procedure is to identify and outline the process by which a complaint may be filed in relation to allegations of a violation of the Code of Conduct, as well as to outline the investigation process that will follow the complaint.

Complaints shall be directed to the CSA Office at office@csa-scs.ca

At any time, if personal safety has been compromised, there is imminent danger, or if the complaint relates to ongoing abusive or violent behaviour, Complainants are encouraged to contact local authorities or to dial 911 by phone (applicable to North America).

Where possible, complaints should be made in writing and include the following:

1. Name and contact information of the Complainant;
2. Information on the person(s) believed to be in violation of the CSA-SCS Conference Code of Conduct if known;
3. Nature of the conduct from which the complaint arises including as much detail as possible regarding the incident(s); and
4. Where applicable, names and contact information of any Witnesses to the incident(s) giving rise to the complaint.



Complaint Investigation Procedure

The CSA Executive Director and President will speak to the Complainant, as soon as practicable, to obtain any necessary details regarding the incident(s) to determine;

1. Whether there is sufficient information to initiate the Complaints Investigation Procedure and whether the Complaint raises an allegation which, if true, engages the Code of Conduct and alleged Sanctionable Conduct thereunder.
2. If, through consultation with both the Complainant and the Respondent, whether the matter may be dealt with by way of informal resolution. Informal resolution may include informal mediation of the dispute between the parties, reminding the Respondent of their obligations under the Code of Conduct, or a demand that alleged Sanctionable Conduct be ceased by the Respondent.

If the CSA Executive Director and President determines that the Complaint cannot appropriately be addressed by way of informal resolution, or if the Complainant will not consent to an informal resolution, the matter will be brought forward to the CSA Administrative Committee.

The Executive Director and President, in consultation with the CSA Administrative Committee will have the discretion to determine whether, based on the nature of the allegations and/or the parties to the Complaint, interim measures are required to ensure that Members or Participants can continue to participate in the CSA Activity (or Activities) safely and comfortably. The necessity, nature and duration of interim measures will be determined on a case-by-case basis and may include temporary suspension from CSA Activities or portions thereof.

Procedural Fairness and Confidentiality

Both parties to the Complaint are entitled to fairness throughout the investigation process. Each party is entitled to be made aware of the allegation(s), the response(s) to those allegations, and be provided with an opportunity to provide their version of events with respect to each of the material facts.

So as to provide fairness to the Respondent, and to preserve the integrity of the investigation, no conclusions or statements will be made by the CSA regarding whether the allegations are substantiated until such time as the investigation has been completed.

At all times during the investigation process, the details of the complaint, the allegations, the identities of any parties and witnesses, and the statements made by the parties and the witnesses shall remain confidential except as is necessary for a fulsome and fair investigation to be conducted.

Throughout the investigation process, which shall be completed as promptly as is practicable, the investigator(s) will provide reasonably regular updates to the Complainant and the Respondent as to the status of the investigation.

Upon completion of the investigation report, where allegations of Sanctionable Conduct have been substantiated, the Executive Director and President will review the severity of the conduct and determine, in consultation with the Administrative Committee, the appropriate sanction for the violation. The sanction can include any sanction set out in the Code of Conduct up to and including permanent expulsion from membership and/or CSA activities.



The Executive Director and President will determine the appropriate sanction as soon as practicable and will communicate its decision to both the respondent and the complainant.

The purpose of the sanction will be aimed at correcting the Sanctionable Conduct and ensuring a safe, respectful and collegial environment on a going forward basis. The CSA has no authority to impose monetary sanctions of any kind.

The outcome of all investigations, and the sanctions imposed, will be communicated to the CSA Executive Committee.

Where the recommended sanction will result in the expulsion or suspension of membership, the sanction must first be approved by the Executive Committee and implemented pursuant to the applicable By-Law.

Reparations for the Complainant

The purpose of the Code of Conduct and the Complaints Investigation Procedure is to promptly, and appropriately, address complaints by the CSA's members and participants so as to ensure a safe, respectful and collegial environment.

The CSA has no obligation to provide any further reparations to the Complainant in connection with the Complaint.