

## **GENERAL CODE OF CONDUCT FOR MEETINGS FOR THE NATIONAL SHELLFISHERIES ASSOCIATION**

### **Purpose:**

The National Shellfisheries Association (NSA) is one of the oldest scientific societies extant and has been hosting annual conferences for over a century. The meetings are among the most respected and inclusive assemblies of shellfish professionals in the aquatic community and include scientists, aquaculturists, managers, policy makers, students, shellfish restoration practitioners, and others interested in the study and propagation of shellfish.

The NSA is organized as a non-profit society. The objectives and the purposes of the Association are to: encourage research on mollusks, crustaceans, and associated organisms with emphasis on species of economic importance known as “shellfish”; to gather and disseminate scientific and technical information on shellfish; to promote and advance shellfisheries research and the application of results to the shellfish industry, and to hold annual meetings for presentation, exchange, and discussion of information on scientific and professional aspects of shellfish research and management.

NSA values the diversity of views, expertise, opinions, backgrounds, and experiences reflected among all attendees, and is committed to providing a safe, productive, and welcoming environment for all meeting participants and NSA members. All participants, including, but not limited to, attendees, speakers, volunteers, exhibitors, staff, service providers, and others, are expected to abide by the Code of Conduct for Meetings (Code of Conduct). The Code of Conduct applies to all NSA meeting-related events, including those sponsored by organizations other than NSA but held in conjunction with NSA events, in public or private facilities.

The president of NSA, as well as other members authorized to do so, may speak publicly on behalf of the NSA on matters about which agreed policy positions exist or on which there is recorded consultation and consensus among the ExCom and members. All those authorized to speak for NSA must respect the vision and mission, values and goals of the organization and accurately represent NSA positions on specific issues (e.g., those related to race, class, gender, and similar topics).

### **Expected Behaviors:**

NSA members shall:

- Conduct themselves and undertake activities in keeping with the highest standards of professionalism and integrity.
- Take care to see that decisions and actions are influenced by the best interests of the organization and its members.
- Treat all participants, attendees, NSA members, and vendors with respect and consideration, valuing a diversity of views and opinions, and critiquing ideas rather than individuals.

- Refrain from demeaning, discriminatory, or harassing behavior and speech directed toward other attendees, participants, NSA staff, and suppliers/vendors.
- Be mindful of their surroundings and fellow participants and will alert NSA ExCom or venue event staff if they notice a dangerous situation or someone in distress.
- Respect the rules and policies of the meeting venue, hotels, NSA-contracted facility, or any other venue.
- Foster a welcoming environment, assist NSA members with impaired physical or cognitive abilities, if necessary.

### **Unacceptable Behaviors:**

NSA members shall not:

- Harass, intimidate, or discriminate in any form.
- Harassment includes speech or behavior that is not welcome or is personally offensive.
- Examples of harassment include the use of sexual and/or discriminatory images in public spaces or in presentations; deliberate intimidation; stalking; following; harassing photography or recording; sustained disruption of talks or other events; bullying behavior; inappropriate physical contact; and unwanted sexual attention.
- Harassment intended in a joking manner still constitutes unacceptable behavior. Regardless of intent, if a person is advised directly or by another party that some aspect of a person's speech or behavior at an NSA meeting is harassment, that person is expected to stop engaging in such speech or behavior.
- Behavior that is acceptable to one person may not be acceptable to another; use discretion to be sure respect is communicated. Examples of unacceptable behavior include, but are not limited to, unwelcome or offensive verbal comments related to age, appearance, or body size, employment or military status, ethnicity, gender identity and expression, individual lifestyle, marital status, national origin, physical or cognitive ability, political affiliation, sexual orientation, race, or religion.
- Physically or verbally abuse any attendee, speaker, volunteer, exhibitor, NSA staff member, service provider, or other meeting guest.
- Post to social media another individual's oral presentation, poster, or likeness as this is unacceptable and specifically prohibited by NSA.
- Disrupt talks at oral or poster session or activities in the exhibit hall or at other events organized by NSA at the meeting venue, hotels, or other NSA-contracted facilities.
- Retaliate against participants for reporting unacceptable behavior. Similar to harassment or discrimination, retaliation for reporting poor behavior will be subject to consequences.

### **Reporting Unacceptable Behavior:**

- Anyone experiencing or witnessing behavior that constitutes an immediate or serious threat to public safety at any time should contact local law enforcement (In the U.S., call 911) and immediately notify facility security.
- If you are not in immediate danger but feel that you and/or another meeting attendee are the subject of unacceptable behavior, you should request that the offending person stop their behavior. You are encouraged to file a formal complaint to any member of the NSA ExCom, which will then assess the behavior and take appropriate action, including any consequences listed below. Anyone informing an ExCom member about unacceptable behavior, or filing a formal complaint about such instance, should provide as much information about the incident as possible, preferably in a written document. Members of the ExCom will protect the identity and confidentiality of the complainant to the extent possible by law, especially in cases of sexual harassment.
- Anyone requested to stop unacceptable behavior is expected to comply immediately.

### **Consequences:**

- Consequences for unacceptable behavior will be determined by the NSA ExCom members.
- Consequences may include one or more of the following actions:
  - Dismissal from the meeting without refund
  - Reporting your behavior to the individual's agency, company, or institution
  - Exclusion from any future NSA (sub-unit/chapter/division) meetings for five years
  - Revocation of NSA membership without the opportunity for renewal for five years
- Cases involving serious lapses may be treated as gross misconduct which could result in dismissal from positions of leadership and/or permanent revocation of NSA membership and exclusion from any future meetings.
- If the offense is criminal, local law enforcement will be contacted.