

## **Code of Conduct for ASEE Activities and Events**

### **POLICY**

**This policy applies to any individual representing ASEE in any setting and to all participants at any ASEE activity or event.**

#### **Preamble**

The American Society for Engineering Education (ASEE) is committed to the principles of diversity, integrity, civility, and respect in all our activities. We look to participants to be partners in this commitment by helping us to maintain a safe, welcoming, professional, and cordial environment. All forms of discrimination, intimidation, harassment, bullying, or retaliation are prohibited in any ASEE activity. This commitment applies to all participants in all settings and locations in which ASEE work and activities are conducted, including meetings, workshops, conferences, and other work and social functions where employees, volunteers, sponsors, vendors, or guests are present.

#### **Aspirations**

Diversity of voices, social inclusion, and respect are at the heart of what we do at ASEE convenings and we regard diversity of perspectives as a source of strength and richness to the work of our participants and ourselves. We are committed to identifying, preventing, and removing barriers to participation at our events. We aim to make our gatherings welcoming, inclusive events, and are continually working to improve the experience of our attendees. Participants should treat each other with respect and consideration to create a collegial, inclusive, and safe professional environment at ASEE Meetings. Creating a supportive environment of scholarly discourse and community is the responsibility of all participants.

As a participant, we ask that you:

- Treat others, their reputations, property, and facilities with respect and consideration, emphasizing collegiality, inclusivity, and safety.
- Create a supportive environment to facilitate open discourse.
- Aim to understand and learn from each other.
- Work to not interrupt those who are speaking.
- Spirited discussions often an artifact of the important topics we explore - see this as a sign that folks are engaged and care. Please remember to be respectful as you speak and listen.
- Avoid assumptions or generalizations about groups. Do not ask individuals to speak for their (perceived) group.
- If one is provided, please commit to using a microphone when speaking, so that everyone, including those in a virtual audience, may hear.
- Be aware of attendees using canes or wheelchairs and give them room to get around.
- Give up an easily accessible seat if someone needs it.

## **Prohibitions**

Participants shall avoid any inappropriate actions or statements based on individual characteristics such as age, religion, race, ethnicity, sexual orientation, gender identity, gender expression, military service status (active or veteran), marital status, nationality, political affiliation, ability status, educational background, or any other characteristic. Disruptive or harassing behavior of any kind will not be tolerated.

## **Definitions**

**Participants** include attendees, vendors, staff, volunteers, and other stakeholders.

**Discrimination** is prejudicial treatment of individuals or groups of people based on their race, ethnicity, color, national origin, sex, sexual orientation, gender identity, age, religion, disability, veteran status, or any other characteristic whether protected by applicable laws or not.

**Harassment** includes but is not limited to inappropriate or intimidating behavior and language, unwelcome jokes or comments, unwanted touching or attention, offensive images, photography without permission, real or implied threat of physical harm, physical assault and stalking.

**Sexual harassment** is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that creates an intimidating, hostile, or offensive environment.

**Other types of harassment, or intimidation** include any verbal or physical conduct directed at individuals or groups of people because of their race, ethnicity, color, national origin, sex, sexual orientation, gender identity, age, religion, disability, veteran status, or any other characteristic whether protected by applicable laws or not, that creates an intimidating, hostile, or offensive environment.

**Bullying** is unwelcome, aggressive behavior involving the use of influence, threat, intimidation, or coercion to dominate others.

## **REPORTING AND RESOLUTION**

Any violation of this policy should be reported. If you experience or witness discrimination, harassment, or bullying, you are encouraged to make your unease or disapproval known to the individual engaged in the conduct, if you are comfortable doing so. You are also urged to take any of the following steps:

- Report any incident at an ASEE meeting or activity by informing the organizers, ASEE staff, or the ASEE Conferences Director.
- Filing a formal ethics complaint against an ASEE member by using the “ASEE Member Ethics and Conduct Complaint Form” by
  - Filing a formal complaint with the ASEE Vice President for Member Affairs at <[board@asee.org](mailto:board@asee.org)> using the subject line “Ethics Complaint”.

- Reporting the incident to an ASEE employee involved in the activity in which the member or volunteer is participating, who will then file a complaint with the ASEE Vice President for Member Affairs.

Complaints should be filed as soon as possible after an incident. To ensure the prompt and thorough investigation of the complaint, the complainant should provide as much information as is possible, such as names, dates, locations, and steps taken. The Vice President for Member Affairs will investigate the alleged violation.

If an investigation results in a finding that an individual has committed a violation, ASEE will take the actions necessary to protect those involved in its activities from any future discrimination, harassment, or bullying, including in appropriate circumstances the removal of an individual from current ASEE activities and a ban on participation in future activities.

## **CONFIDENTIALITY**

Information contained in a complaint is kept confidential, and information is revealed only on a need-to-know basis. ASEE will not retaliate or tolerate retaliation against anyone who makes a good faith report of discrimination, harassment, or bullying.