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## Meeting and Conference Code of Conduct

### 1. Purpose and Background

The Canadian Glycomics Network, “GlycoNet” is committed to providing a safe and productive environment that promotes the equal treatment for all participants, exchange of scientific ideas, networking, and is free from harassment and discrimination.

This Code of Conduct applies to all GlycoNet meetings and conferences, whether held in public or private facilities. All participants, including but not limited to, attendees (including researchers, partners, and trainees), speakers, exhibitors, Management, staff, GlycoNet Board of Directors, GlycoNet Committee members, service providers, consultants, volunteers, and others (hereafter referred to as “participant(s)”) are expected to abide by this Code of Conduct.

If a participant has any questions or concerns relating to this Policy or other equity, diversity, and inclusion (EDI) matters, they are invited to email the GlycoNet EDI Committee at [edi@glyconet.ca](mailto:edi@glyconet.ca).

### 2. Harassment and Safety

GlycoNet is dedicated to providing a safe, hospitable and productive environment for all participants, regardless of ethnicity, religion, disability, physical appearance, gender, gender identity, or sexual orientation. GlycoNet prohibits intimidating, threatening, or harassing conduct of any sort.

Harassment includes offensive gestures or verbal comments related to ethnicity, religion, disability, physical appearance, gender, or sexual orientation in public spaces, as well as deliberate intimidation, stalking, following, harassing photography or recording, sustained disruption of talks or other events, inappropriate physical contact, and unwelcome attention. Participants asked to stop any harassing behaviour are expected to comply immediately.

If a participant engages in harassing behaviour, GlycoNet may take any action deemed appropriate, ranging from a warning to the expulsion from the event and prohibition from attending future events. GlycoNet staff will work with the venue security and/or local law enforcement, and otherwise assist those that have experience harassment, to enable participants to feel safe for the duration of the event. Participant attendance is valued, and GlycoNet is committed to making each individual’s experience as productive and professionally stimulating as possible.

### 3. Expected Behaviour

Participants are expected to:

- Communicate openly with respect and consideration for others, valuing diversity of views and opinions.
- Be considerate, respectful, and collaborative.
- Uphold standards of scientific integrity and professional ethics.
- Avoid personal attacks directed toward any participants.
- Refrain from making false or misleading statement(s) or engaging in activities that could be viewed as offensive or defamatory to participants or to event organization.
- Be mindful of meeting/conference etiquette respecting scheduling and direction from meeting organizers.
- Alert GlycoNet staff if a dangerous situation (i.e., imminent physical danger) arises and/or if someone is in distress.
- Respect the rules and policies of the venue.
- Report any concerns regarding the event, participants, or behaviours directly to GlycoNet staff.

## 4. Unacceptable Behaviour

Unacceptable behaviour includes:

- Harassment, intimidation, or discrimination in any form.
- Violence and threats of violence.
- Physical or verbal abuse of any participant.
- Use of social or mainstream media to target individual actions of participants in a way that could harm their privacy and/or reputation.
- Inappropriate photography or recording (i.e., of participant's presentation (oral or written) without explicit permission).
- Derogatory comments related to gender, gender identity and expression, sexual orientation, disability, mental illness, neuro(a) typicality, physical appearance, body size, race, religion, or socio-economic status.
- Gratuitous or off-topic sexual images or behaviour in spaces where they are not appropriate.
- Deliberate misgendering such as not using a person's preferred pronouns.
- Simulated physical contact (e.g., textual messages depicting physical contact) without affirmative consent.
- Unwelcome sexual attention. This includes sexualized comments or jokes, inappropriate and unwelcome sexual advances.
- Deliberate intimidation, stalking, or following (online or in person).
- Sustained disruption of events, including talks and presentations.
- Abuse of power.
- Advocating for, or encouraging, any of the above behaviour.

## 5. Reporting

Anyone experiencing or witnessing behaviour that constitutes an immediate or serious threat to public safety is advised to contact 911 and/or contact venue security, as appropriate.

If a participant feels they are the subject of harassment or unacceptable behaviour, or have witnessed such behaviour, they should immediately notify a GlycoNet staff member either in person or by emailing [edi@glyconet.ca](mailto:edi@glyconet.ca). All complaints will be treated seriously and responded to promptly. Frequently asked questions as well as a form for reporting unacceptable conduct can be found in **Appendices A and B**.

All reports are kept confidential to the fullest extent possible. GlycoNet will use its best efforts to investigate complaints fairly, discreetly, and completely and will make every reasonable effort to conduct a rapid inquiry. The results of the inquiry will typically be shared with both the individual reporting the issue and the individual(s) who have been accused of violating the Policy. Participants requesting anonymity will be respected, although GlycoNet reserves the right to notify appropriate law enforcement, should the allegations be serious enough to warrant such notice. The ability to investigate and/or address anonymous reports may be limited or otherwise affected by the need to balance concerns over privacy and fairness to all concerned.

## 6. Consequences

If unacceptable behaviour is reported, the following consequences may occur:

- Any participant requested to stop unacceptable behaviour is expected to comply immediately.
- GlycoNet staff or venue security may take any action deemed necessary and appropriate, including immediate removal from the event without warning or refund.
- GlycoNet reserves the right to prohibit attendance at any future meeting.

## 7. History

This Meeting and Conference Code of Conduct Policy was:

- Reviewed and recommended for approval by the Research Management Committee on March 25, 2019.
- Approved by the Executive Committee on April 15, 2019.
- Ownership transferred from the Research Management Committee to the Equity, Diversity, and Inclusion Committee on January 18, 2021.
- Revised, reviewed, and recommended for approval by the Equity, Diversity, and Inclusion Committee on January 18, 2021.
- Revisions approved by the Board of Directors on March 22, 2021.

## **Appendix A – Reporting Frequently Asked Questions**

### ***Who can report a problem?***

Anyone who was directly affected by and/or witnessed a Code of Conduct violation at a GlycoNet meeting or conference can report a problem.

### ***What sort of problem should be reported?***

Any behaviour or pattern of behaviour that violates the GlycoNet Code of Conduct should be reported. If a participant feels that someone's behaviour is dangerous or harmful to themselves or others, if someone's behaviour makes a participant feel unsafe or very uncomfortable, or if someone is actively making it difficult for participants to enjoy and/or fully participate in a meeting or conference, it is strongly encouraged that it be reported to a GlycoNet staff member.

### ***Who can I make a report about?***

Anyone whose behaviour causes you concern. GlycoNet will give all reports equal consideration and the handling of such reports will not be influenced by factors such as the social status, position, or role of anyone involved in the situation.

### ***When can I report a problem?***

A report can be submitted at any time, however it is recommended that reporting be as soon as possible during or after an incident. Reports will be taken seriously and handled appropriately, regardless of when they are made.

Reports can be submitted to [edi@glyconet.ca](mailto:edi@glyconet.ca).

## Appendix B – Reporting Unacceptable Conduct Form

Attention: \_\_\_\_\_

Date: \_\_\_\_\_

From: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

I would like to remain anonymous.

*Note: We will respect your request for anonymity, however, please consider providing some contact information so that we may follow up with you if necessary.*

Name(s) (or identifying information) of Participant(s) being reported: \_\_\_\_\_

\_\_\_\_\_

Name(s) and contact information of witnesses, if any: \_\_\_\_\_

\_\_\_\_\_

*Note: Witnesses may be asked to submit a written report on the incident(s), but they will not be expected to discuss their report with the offending party.*

Location of Incident: \_\_\_\_\_

Time(s) and Date(s) of Incident: \_\_\_\_\_

Type(s) of Unacceptable Behaviour Involved:

- Harassment, intimidation or discrimination
- Violence or threats of violence
- Disrespectful media usage
- Disruption/obstruction of any meeting activity
- Physical, verbal, or cyber harassment
- Unwelcome sexual attention or inappropriate and unwelcome sexual advances
- Aiding or encouraging others to engage in unacceptable behaviour
- Other unacceptable behaviour: \_\_\_\_\_

