



Entomological Society of Canada
Meeting Code of Conduct
and
Relevant Documentation

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CONTENTS

Introduction.....	ii
Acronyms in This Compilation.....	ii
Entomological Society of Canada Meeting Code of Conduct: Introduction	1
Preamble	1
History	1
Entomological Society of Canada Meeting Code of Conduct	2
Authorship.....	2
Photography	2
Expected Behaviour.....	2
Unacceptable behaviour.....	2
Immediate serious threat to personal or public safety	3
Reporting Unacceptable Behaviour	3
ESC Investigation and Response to Complaints	3
Consequences	4
Meeting Code of Conduct: Implementation.....	5
Instructions for Local Organizing Committees and other meeting organizers.....	5
Meeting Code of Conduct Complaints Handling Guidelines.....	7
Preamble	7
Definitions:	7
Overview of process	7
Prior to the JAM	7
During the JAM.....	7
Notice of Occurrence	8
Role of the ESC, ESC President, Executive Council and Board.....	8
Entomological Society of Canada General Code of Conduct	10
Relevant By-laws of the Entomological Society of Canada	11
By-law 15. Discipline of Members.....	11
By-law 40. Dispute Resolution Mechanism.....	12

INTRODUCTION

This compilation contains the following elements:

- **Entomological Society of Canada (ESC) Meeting Code of Conduct**, to which registrants at an ESC meeting are required to agree.
- **Meeting Code of Conduct Implementation**, which documents what steps the organizers of an ESC meeting must take before and during the meeting. This element, together with the Meeting Code of Conduct, is included in “A Guide to the Organization of the Annual Meeting of the Entomological Society of Canada” Version 4.0.
- **Code of Conduct Complaints Handling Guidelines**, which explains the procedures to be followed if there is a complaint about a breach of the meeting code of conduct.
- **Entomological Society of Canada General Code of Conduct**, which outlines the Society’s expectations for behaviour of its members, volunteers, and employees, both at meetings and on other occasions.
- **Relevant By-laws of the Entomological Society of Canada**
 - By-law 15. Discipline of Members
 - By-law 40. Dispute Resolution Mechanism

ACRONYMS IN THIS COMPILATION

ESC	Entomological Society of Canada
JAM	Joint Annual Meeting
LOC	Local organizing committee
MCOC	Meeting Code of Conduct
OrgESC	A Guide to the Organization of the Annual Meeting of the Entomological Society of Canada
RES	Affiliated Regional Entomological Society

ENTOMOLOGICAL SOCIETY OF CANADA MEETING CODE OF CONDUCT: INTRODUCTION

Preamble

The drafting of this Meeting Code of Conduct (MCoC) was initiated in 2018 at the request of the Entomological Society of Canada (ESC) Executive Council and then ESC President, Patrice Bouchard. This MCoC was developed after reviewing MCoCs published by the Canadian Society for Ecology and Evolution, the American Geophysical Union, the American Association for the Advancement of Science, the Entomological Society of America, and the International Marine Conservation Congress.

This MCoC will be used at any meeting of the ESC, including joint annual meetings with an affiliated regional entomological society and any other meetings the ESC may organize or support. For meetings co-hosted with non-affiliated societies, this MCoC serves as a reference document or a template for a joint MCoC to be developed by the ESC in collaboration with the co-hosting non-affiliated society. If the organizers of such meetings fail to develop a MCoC, this MCoC will be used.

History

The first draft of this document was reviewed by Staffan Lindgren and Joanna Konopka in October 2018. The ESC Board of Directors reviewed a draft of this MCoC at a meeting held in November, 2018. This version was authored on 12 December 2018 and was approved in principle by the Board in April 2019. It was reviewed by the ESC lawyer and minor changes made as a result. This final version was approved by the ESC Board on 21 April 2020 for use in future ESC meetings.

ENTOMOLOGICAL SOCIETY OF CANADA MEETING CODE OF CONDUCT

[Date code adopted: 21 April 2020]

This Code of Conduct applies to all meetings and events of the Entomological Society of Canada (ESC).

By attending any ESC meeting or event you agree to abide by this Code of Conduct. This Code applies to all participants including, but not limited to: attendees, speakers, guests, staff, service providers, vendors and sponsors.

Authorship

All authors listed on a presentation or abstract must agree with all information that is contained in the presentation. Failure to agree will result in the presentation being withdrawn.

Submission of a presentation to an ESC Joint Annual Meeting (JAM) indicates the intent of one of the listed authors to attend the meeting. Repeated or consecutive last-minute cancellations may result in the denial of future submissions.

Photography

The ESC requests that there be no photography or videography of presentations or posters without the explicit permission of the presenter.

Expected Behaviour

- Treat all other participants with kindness, respect and consideration.
- Communicate openly and with respect for others, and in the language of your choice.
- Personal attacks are not acceptable. Critique ideas, not people.
- Alert the meeting organizers or staff if you notice a dangerous situation or someone in distress.
- Respect the rules and policies of the venue.

Unacceptable behaviour

Violent or discriminatory behaviour or harassment in any form will not be tolerated. Harassment means engaging in a course of vexatious comment or conduct against another person that is known or ought reasonably to be known to be unwelcome. Note that it is possible for a single incident, if sufficiently serious, to constitute harassment.

Harassment includes, but is not limited to: offensive gestures or comments (verbal or written) related to a person's race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status, or disability; deliberate intimidation; unwanted photography or recording; sustained disruption of presentations and events; or any form of unwelcome attention, including physical contact. Participants asked to stop harassing behaviour are expected to comply immediately.

Other examples of unacceptable behaviour include:

- Physical or verbal abuse of any participant.
- Use of sexual or discriminatory images in public spaces or in presentations.

- Bullying behaviour.
- Retaliation for reporting of unacceptable behaviour.

Immediate serious threat to personal or public safety

Anyone experiencing or witnessing behaviour that is an immediate threat to personal or public safety should contact local law enforcement (by calling 911) and immediately notify venue security.

Reporting Unacceptable Behaviour

If you are the subject of unacceptable behaviour or have witnessed such behaviour, please immediately notify a Code of Conduct Advocate. Code of Conduct Advocates will be wearing identification so as to assist you in identifying them.

Notification may be done on-site or by emailing your concern to [notification email address¹] or phoning [phone number¹].

Reporting should never be done via social media to protect the confidentiality and fairness of the reporting process, and to ensure that reports are received in a timely manner.

Regardless of whether a notification is made, you are encouraged to document the unacceptable behaviour in writing as soon as possible in the event that further investigation is required.

ESC Investigation and Response to Complaints

Investigations into alleged unacceptable behaviour pursuant to this Code of Conduct shall be the responsibility of a person or committee appointed by the ESC Board of Directors.

The person assigned to conduct the investigation may be internal or external to the organization. The investigator will interview and collect documents from the person who allegedly experienced the violence or harassment, the alleged harasser(s), and any other relevant witnesses.

Information that is provided about an incident or complaint will not be disclosed, except as necessary to investigate the complaint / incident, to take corrective action, or as otherwise required by law. While the investigation is ongoing, the person who has allegedly experienced harassment, the alleged harasser(s), and any witnesses should not discuss the incident or complaint or the investigation with each other or with other ESC members unless necessary to obtain advice about their rights.

Depending on the severity of the alleged incident(s), ESC may impose interim measures to ensure the health and safety of its members, staff and volunteers, including but not limited to suspension from employment with pay or suspension from board/committee duties, pending completion of an investigation.

At the conclusion of the investigation, ESC's Board of Directors will reach a decision as to whether there was violence or harassment and will report its findings, including any corrective action that will be taken, to the person who allegedly experienced the violence or harassment and to the alleged harasser.

In addition to any interim measures taken, violators of this Code of Conduct will receive a written summary of actions taken in response to an investigation or incident report.

The ESC Board of Directors shall be responsible for implementing all responses and sanctions that may result from an investigation of a complaint.

¹ This is a generic version of the code that will be used at all ESC meetings. For each meeting, meeting-specific notification contact information will be substituted for these items.

ESC shall maintain all records relating to the investigation for at least one year from its conclusion.

Consequences

The ESC reserves the right to remove an individual from any meeting without warning or refund, prohibit attendance at future meetings and suspend or rescind membership in the ESC for failing to abide by this Code of Conduct.

MEETING CODE OF CONDUCT: IMPLEMENTATION

Instructions for Local Organizing Committees and other meeting organizers.

[Text in this section was approved by the ESC Board on 14 October 2020. It cannot be modified without approval of the ESC Board].

All registrants are required to acknowledge that they have read and will abide by the Meeting Code of Conduct (MCoC). This requirement exists for ESC JAMs and for any other meetings that are sponsored by the ESC.

The MCoC is to be included in the meeting program book, which is typically available as a PDF file available for download from the meeting website. The MCoC also is to be posted on the meeting website.

Attendees registering in person are required to read the MCoC as part of the registration process. By then signing the registration form, they agree to abide by the MCoC. This obligation is to be clearly stated on the registration form.

During the Opening Ceremony, attendees should be reminded of the existence of the Meeting Code of Conduct and that they agreed to abide by it during their time at the meeting. This should include a reminder that there is to be no photography or videography of presentations or posters without the explicit permission of the presenter. A similar reminder regarding photography should be made at the start of each session by the session moderator.

For online registration, the registration process needs to include an acknowledgment by the registrant that they have read and will abide by the MCoC. For use as a template, wording used on the JAM 2019 registration website is provided in the box, below:

Meeting Code of Conduct

By registering, you have agreed to comply with the Code of Conduct for the meeting. We encourage you to review it prior to arrival.

Complaints under the Code should be reported to a Code of Conduct Advocate. Advocates will be identified on the conference website, introduced at the Opening Ceremony, and will have name-badges with large green dots. You can also email a complaint to [provide contact email]. We remind you complaints are NOT to be made via social media to ensure the confidentiality and fairness of the complaints process.

[If using this template, insert the complaint email address in place of the text in brackets.]

The LOC needs to recruit individuals to be ‘Code of Conduct Advocates’ (hereafter, ‘Advocates’). Advocates are the first point of contact when violations of the CoC are observed or reported.

Advocates are to be clearly identified by name to meeting attendees at the Opening Ceremony **and** on the meeting website.

Advocates are to be clearly recognized as such to attendees during the meeting with, for example, the use of a different coloured badge that they are to display on their person at all times during the meeting.

A minimum of four Advocates representing a diversity of genders and identities is recommended for a typical ESC JAM; a larger number may be desired for larger meetings. At least one person should be fluent in French and English, two persons is preferable.

For this purpose, Advocates must be trained in the correct procedures for responding to and taking harassment complaints. This training can be obtained from various local sources, including Sexual Assault Centres or Womens' Centres. If something specific is not available from these types of agencies, training may be offered by the local university security team or a university human rights office. Every effort must be made to obtain this training and efforts to obtain it should begin early (see Critical Path section of OrgESC). Should training not be available, the LOC must contact the ESC as soon as possible to assist with obtaining this training.

Serious violations of the MCoC will be investigated by a person or committee (hereafter 'Investigator(s)') appointed by the ESC Board of Directors. The Investigator(s) will be identified to each Advocate and to all members of the LOC prior to the JAM.

Advocates are to record situations for which they have taken action during the meeting. Violations are to be reported immediately to the Investigator(s).

MEETING CODE OF CONDUCT COMPLAINTS HANDLING GUIDELINES

[Date guidelines approved by the ESC Board: 26 April 2022]

Preamble

This document contains the steps for the appointed investigation committee (Investigators) when receiving news of a complaint.

Nothing in these Guidelines is intended as a replacement for rights and privileges available under Canadian Federal or Provincial Workplace Harassment and Violence Prevention Regulations, or any other legislation. Many employers may consider activities such as the JAM an extension of the workplace and as such subject to Workplace Harassment and Violence Regulations. These guidelines describe how the ESC will respond to violations of its own MCoC.

Definitions:

Advocates – Individuals retained by the ESC, LOC, RES, or Investigator to take reports of occurrences.

Entomological Society of Canada (ESC) – The convening body responsible for implementing the Meeting Code of Conduct (MCoC)

A Guide to the Organization of the Annual Meeting of the Entomological Society of Canada (OrgESC) – The planning document that outlines the procedures for organising an ESC event (e.g., a JAM)

Investigator – A person (or persons) retained by the ESC to conduct assessments of reported occurrences.

Local Organizing Committee (LOC) – A committee organized by a Regional Entomological Society (RES) to host a Joint Annual Meeting (JAM).

Occurrence – A violation of the MCoC.

Principal Party – the subject of an occurrence.

Responding Party – The person identified as responsible for the occurrence.

Witness – an observer of an occurrence.

Overview of process

Additional details are contained in the OrgESC (Section 6.1).

Prior to the JAM

ESC Responsibility: Appoint Investigator(s)

LOC: Appoint Advocates.

Advocates and Investigator(s) must have contact information for each other.

Attendees agree to the conditions of the MCoC as part of the registration process.

During the JAM

The LOC notifies attendees of the names and contact information for the advocates and investigators

At an in-person JAM, advocates are first point of contact for receiving a notice of an occurrence. Advocates report all notices of an occurrence to the Investigator.

For virtual meetings, a contact email for the Investigator must be made widely available. JAM attendees will be made aware of this contact email and encouraged to submit notice of occurrences to the Investigator

Notice of Occurrence

All occurrences that appear to be threat to life or property will be immediately reported to local law enforcement.

Upon receiving a notice of an occurrence the Investigator will:

- Record all details of the occurrence, including the name of the principal party, responding party and witness, the date, and as much detail as necessary.
- Review the notice of occurrence to determine the response.
- Retain all records and keep all information they collect confidential.

At all times the Investigator will seek to maintain the confidentiality of all parties.

At any time the principal party may elect to end the investigation process by informing the investigator. In this event the ESC investigator and ESC will retain all records, but no further action will be taken.

If, after reviewing the report of the occurrence, the Investigator finds there is evidence that a violation of the CoC has occurred they will:

- Notify the Principal Party.
- Notify the Responding Party.

The Investigator may then as part of their investigation:

- Meet with the principal party to obtain more information.
- Meet with witnesses to obtain more information.
- Review previous records of occurrences.

Once the investigator has completed their investigation they will:

- Notify the Principal party.
- Notify the Responding party.
- Prepare a report for the ESC President and ESC Executive Council. This report will include the investigator's recommendation for how to address the MCoC Violation.

In the event that the investigator's preliminary investigation finds that the MCoC has not been violated they will:

- Notify the Principal party
- Advise the Principal party that they have the right to bring their complaint directly to the ESC Board under Bylaw 15.
- Prepare a report to the ESC President and ESC Executive Council. This report must include an explanation as to why the investigator found that the occurrence was not a MCoC violation.

Role of the ESC, ESC President, Executive Council and Board

Upon receipt of an Investigators report:

The records of all occurrences and the investigator's response will provided to the Board, regardless of outcome.

The ESC President and ESC Executive Council will review all reports and make all decisions on responding to a CoC Violation.

In the event that the Responding Party is a member of Executive Council the Responding Party must recuse themselves from Executive Council deliberations and decisions regarding this issue. In the event that Responding Party is the ESC President this report will be provided to the past president.

The Investigator may recommend any response they feel is appropriate. These may include:

- Take no action
- Provide written notice to the Responding Party of their MCoC Violation.
- Offer informal mediation between the Principal Party and Responding Party.
- Remove the Responding Party from the JAM.
- Take action under ESC's By-law 15

The Investigator is empowered to convene a meeting with the ESC President and ESC Executive Council at any time to respond to a report. This includes during a JAM.

The Board will be responsible for retaining all records of all reported occurrences and investigations.

ENTOMOLOGICAL SOCIETY OF CANADA GENERAL CODE OF CONDUCT

[Approved by the ESC Board 29 November 2021]

The Entomological Society of Canada strives to promote, facilitate, communicate and advocate for research and education on insects and their relatives, mentor the development of younger entomologists, and showcase Canada's entomological expertise nationally and internationally. In accordance with this purpose, the society asks that members, and particularly volunteers and employees representing the Society:

- Treat all people with kindness, respect and consideration
- Communicate openly and with respect for others
- Avoid personal attacks in all communications. Use positive communication skills such as constructive criticism; specific, actionable feedback; and focusing on the idea or situation rather than the person.
- Avoid discrimination, harassment or abusive language or behaviours in all circumstances
- Strive to uphold the highest standards of truthfulness and honesty in all scientific and professional endeavors

An individual's failure to follow these guidelines may result in the Governing Board initiating a dispute resolution process (By-law 40) and could result in member discipline (By-law 15),

To report a violation of this Code the President of the Society should be contacted. If the President is the subject of the complaint, the First Vice-President or Past President should be contacted. If none of these are appropriate, a complainant should contact the ESC Secretary to identify a Board member to whom the report can be made.

RELEVANT BY-LAWS OF THE ENTOMOLOGICAL SOCIETY OF CANADA

By-law 15. Discipline of Members

The board shall have authority to suspend or expel any member from the Corporation for any one or more of the following grounds:

- Violating any provision of the articles, by-laws, or written policies of the Corporation;
- Carrying out any conduct which may be detrimental to the Corporation as determined by the board in its sole discretion;
- For any other reason that the board in its sole and absolute discretion considers to be reasonable, having regard to the purpose of the Corporation.

In the event that the board determines that a member should be expelled or suspended from membership in the Corporation, the president, or such other officer as may be designated by the board, shall provide twenty (20) days notice of suspension or expulsion to the member and shall provide reasons for the proposed suspension or expulsion. The member may make written submissions to the president, or such other officer as may be designated by the board, in response to the notice received within such twenty (20) day period. In the event that no written submissions are received by the president, or such other officer as may be designated by the board, may proceed to notify the member that the member is suspended or expelled from membership in the Corporation. If written submissions are received in accordance with this section, the board will consider such submissions in arriving at a final decision and shall notify the member concerning such final decision within a further twenty (20) days from the date of receipt of the submissions. The board's decision shall be final and binding on the member, without any further right of appeal.

[This information is included for information only. In the event of a discrepancy between this text and the text in the official society bylaws, that text shall be considered binding.]

By-law 40. Dispute Resolution Mechanism

In the event that a dispute or controversy among members, directors, officers, committee members or volunteers of the Corporation arising out of or related to the articles or by-laws, or out of any aspect of the operations of the Corporation is not resolved in private meetings between the parties then without prejudice to or in any other way derogating from the rights of the members, directors, officers, committee members, employees or volunteers of the Corporation as set out in the articles, by-laws or the Act, and as an alternative to such person instituting a law suit or legal action, such dispute or controversy shall be settled by a process of dispute resolution as follows:

The dispute or controversy shall first be submitted to a panel of mediators whereby the one party appoints one mediator, the other party (or if applicable the board of the Corporation) appoints one mediator, and the two mediators so appointed jointly appoint a third mediator. The three mediators will then meet with the parties in question in an attempt to mediate a resolution between the parties.

The number of mediators may be reduced from three to one or two upon agreement of the parties.

If the parties are not successful in resolving the dispute through mediation, then the parties agree that the dispute shall be settled by arbitration before a single arbitrator, who shall not be any one of the mediators referred to above, in accordance with the provincial or territorial legislation governing domestic arbitrations in force in the province or territory where the registered office of the Corporation is situated or as otherwise agreed upon by the parties to the dispute. The parties agree that all proceedings relating to arbitration shall be kept confidential and there shall be no disclosure of any kind. The decision of the arbitrator shall be final and binding and shall not be subject to appeal on a question of fact, law or mixed fact and law.

All costs of the mediators appointed in accordance with this section shall be borne equally by the parties to the dispute or the controversy. All costs of the arbitrators appointed in accordance with this section shall be borne by such parties as may be determined by the arbitrators.

[This information is included for information only. In the event of a discrepancy between this text and the text in the official society bylaws, that text shall be considered binding.]