ISAC Code of Conduct (version A)

ISAC is committed to maintaining an environment that encourages mutual respect, promotes civil and congenial relationships among staff, volunteers, and members and is free from all forms of harassment and violence. This code of conduct applies to all employees as well as any others who perform services on the organization’s behalf when dealing with ISAC employees, volunteers, members, stakeholders, and vendors.

All ISAC employees and volunteers should interact with mutual respect and common courtesy in their daily work and in meetings. Inappropriate behavior, including disrespect, bullying, yelling, profanity, etc. will not be tolerated. These guidelines are for behavior by employees and volunteers, in the workplace, as well as work-related business travel, events or business social events outside of the office or normal work hours.

Employees and volunteers who fail to follow behavior guidelines are subject to disciplinary action, up to and including termination (staff) and expulsion from the organization (volunteers).

Because employee and volunteer conduct on and off the job impacts ISAC’s reputation and success, this code of conduct is intended to help employees and volunteers make responsible decisions that ensure they fulfill their roles with integrity, professionalism, and respect during or outside of normal business hours, whether at ISAC office locations or during ISAC-related business travel, events or social events outside of the office or business work hours.

ISAC employees and volunteers are expected to comply with all applicable laws, regulations, and organization policies as outlined in the ISAC Employee Handbook and the Policy and Procedures Manual. Employees and volunteers are responsible for understanding relevant policies, laws and regulations. Human Resources is available for questions if an employee or volunteer is unclear on a relevant law, regulation, or policy.

If you witness a violation of stated policy or law or feel that there has been a violation, it is your responsibility to immediately contact the Ethics Committee Chair, the Executive Director and/or Human Resources and alert them to the situation.

ISAC Code of Conduct at Meetings and Other Society Activities (version B)

ISAC expects members and meeting attendees to behave in a courteous, collegial, and respectful fashion to each other, volunteers, ISAC staff, vendors, and meeting facility staff. Attendees should abide by common-sense rules governing professional and personal interactions and public behavior (including behavior in public electronic communications), and should show common courtesy to others, and respect for private property (including respect for the intellectual property of presenters). Demanding, abusive, harassing, or threatening behavior toward attendees or toward volunteers, ISAC staff, ISAC contractor staff, convention center staff, or security will not be tolerated, either in personal or electronic interactions.

Scientific misconduct will not be tolerated at meetings or other society activities. Scientific misconduct is defined as an action that willfully compromises the integrity of scientific research,
and includes plagiarism and/or the falsification or fabrication of data. Suspected cases of scientific misconduct should be referred to the Chair of the ISAC Ethics Committee for action.

**ISAC Sexual Harassment Policy**

It is the policy of the society that all members are responsible for ensuring that the ISAC community is free from sexual harassment in all communications and during the annual conference. The society strongly disapproves of inappropriate sexual behavior either at the annual conference or during any in-person or virtual society functions and communications. All members should avoid actions or conduct which could be viewed as sexual harassment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexually harassing nature, when: (1) submission to the harassment is made, either explicitly or implicitly, a term or condition of a society community professional relationship; (2) submission to or rejection of the harassment is used as the basis for employment decisions affecting the individual; or (3) the harassment has the purpose or effect of unreasonably interfering with an individual’s professional standing or creating an intimidating, hostile, or offensive environment. Acts of harassment will not be tolerated in relation to any society activity, including, but not limited to, the giving of awards and grants, fundraising, acceptance of abstracts, and handling of manuscripts.

**Non-Discrimination Policy**

The Society does not, and shall not discriminate on the basis of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression in any of its activities or operations. These activities include, but are not limited to, approval of membership, hiring and release of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members. Members are expected to uphold the Society's value of non-discrimination in all society activities.

**Reporting Unacceptable Behavior**

Unacceptable behavior, harassment or scientific misconduct from any participant at CYTO or other ISAC sponsored activities toward any other participant will not be tolerated. "Participant" means any of the following: attendees, authors, sponsors, exhibitors, contractors, volunteer leaders, vendors, staff, venue staff, and anyone with decision-making authority.

Any participant in any ISAC activity who has a complaint of unacceptable behavior by another participant should first clearly inform the individual that his/her behavior is offensive or unwelcome and request that the behavior stop. Anyone asked to stop unacceptable behavior is expected to comply immediately.

If the activity does not cease, the offended participant must bring a complaint to the Ethics committee by reporting it to ISAC’s past president, the chair of the Ethics Committee. If the Past President is involved in the harassing activity, the violation should be reported to the President.
If informed, ISAC staff will refer all cases to ISAC’s Ethics Committee. ISAC staff or volunteer leaders may take any action they deem appropriate including removal from the current meeting and/or future meetings, without refund. Egregious violations will result in more severe sanctions, including removal from ISAC’s membership and the possibility of reporting to local law enforcement. Reports may be made confidentially to protect the identity of the individual reporting the incident.