

ISTH Code of Conduct

The International Society on Thrombosis and Haemostasis (“The ISTH”) is committed to supporting a productive and safe environment for everyone engaging with the Society in any way or participating in the ISTH’s meetings, events, publications, and all other services and activities provided by or for the Society. The ISTH has established this Code of Conduct (the “Code”) to provide guidelines to everyone engaging with the Society and to ensure that all participants/contributors understand what behavior is expected, and what behavior will not be tolerated. The ISTH expects participants/contributors engaging with the Society in any way to follow this Code.

The ISTH is dedicated to providing a harassment-free and inclusive experience for everyone. Not only does this Code apply to all persons engaged in the Society in any capacity, but it also applies to all of the ISTH events, including in-person, virtual, or hybrid and any individual that participates in any ISTH publication. It also applies to all activity online and on all social media networks.

Participants/contributors who are asked to stop any unacceptable or harassing behavior are expected to comply immediately.

Who is Bound by this Code?

The Code applies to all the ISTH members and non-members who interact with and contribute to the Society, including but not limited to officers, directors, attendees, speakers, authors, reviewers, editors, exhibitors, sponsors, participants, contributors, employees, contractors, vendors, volunteers, as well as guests and participants at events provided for or by ISTH, and any ISTH programs and activities that are held in person or virtually.

To engage with the ISTH in any capacity – whether in-person or virtually – you agree to adhere to and be bound by this Code.

General Policy

It is the policy of the ISTH that all participants/contributors engaging with the Society will conduct themselves in a professional manner that is welcoming to others and free from any unacceptable behavior.

Participants/contributors agree to treat each other with respect and consideration. While the ISTH welcomes dissent and disagreement, such actions should be without personal attack, and the ISTH’s intention is to create a collegial, respectful, inclusive, and professional environment for all types of engagement throughout the Society. Creating a supportive environment to enable scientific discourse or otherwise carry out the mission of the Society is the shared responsibility of all participants/contributors.

In line with [ISTH’s Diversity, Equity, and Inclusion Statement](#), adopted by the ISTH Council, harassment and bias-related incidents will not be tolerated.

Unacceptable behavior of those engaging with the Society includes, but is not limited to, the following:

- Discrimination based on race/ethnicity, age, career stage, religion, nationality or national origin, gender, gender identity, gender expression, sexual orientation, marital status, political affiliation or beliefs, educational background, disability or ability status, or any other protected class, as determined by applicable law.
- Disruptive behavior of any kind.
- Harassment of other participants/contributors.
- Bullying, including cyber-bullying.
- Derogatory comments, epithets, slurs or negative stereotyping.
- Threatening, intimidating, hostile, or other unwelcome acts.
- Stalking and/or unwelcome attention.
- Statements of a sexual nature.
- Disparaging statements.
- Off-color or inappropriate jokes.
- Written, electronic, or graphic material that shows hostility or aversion toward an individual or group, whether placed at the site of any or related to any ISTH events, or circulated by email, on the Internet and/or on social media.

This list is not intended to be all-inclusive. Any act, statement, or behavior that causes someone engaging with the Society to feel uncomfortable or unwelcome may be found to be unacceptable. All decisions are made by ISTH, in its sole discretion.

The ISTH Core Values

The [ISTH Core Values](#) constitute the foundational principles on which the Society bases its actions internally (i.e. between Society leaders, ISTH members and ISTH Headquarters staff) and externally (i.e. with partner organizations, industry and the greater thrombosis and hemostasis community). These values – Integrity, Inclusion, Impact and Innovation – are the basis for our individual and collective conduct, setting the tone for appropriate interaction and behavior by everyone bound by the Code.

Online and Virtual Activity Included

People engaging with the Society are expected to avoid the actions listed above and any other improper conduct, when sending email, during online networking, text chats, virtual question-and-answer sessions during an ISTH meeting or event, or elsewhere on an ISTH website or in ISTH social media.

Acting on and Reporting Unacceptable Behavior

Persons experiencing or witnessing harassment – or wrongful conduct of any kind -- are encouraged to report it by one of the methods listed below and provide as many details as possible.

• Emergency Situation:

- Remove yourself from the offender's presence, if possible.
- At an in-person event, if you feel unsafe, contact venue security.
- When or if you feel safe, contact a member of the ISTH professional staff.
- Or report the incident anonymously through the following methods:
 - **Website:** <https://www.lighthouse-services.com/isth>
 - **Anonymous Reporting App:** The **Anonymous Reporting** App will enable you to submit anonymous reports via your mobile phone and follow up on your anonymous report(s):

- First, download it to your phone and install it.
- If your phone is an iPhone, download the app [here](#) or scan this code:



- If your phone is not an iPhone, download the app [here](#) or scan this code:



- If you are not currently reading this on your phone, use your phone to go to the Apple App Store (<https://www.apple.com/ios/app-store>) or the Google Play store (<https://play.google.com/store>) and search for “Anonymous Reporting”
- Once you download the Anonymous Reporting (Lighthouse) app, the keyword to get to the ISTH site is: ISTH

- **Toll-Free Telephone:**

- English-speaking USA and Canada: **833-202-5044**
- Spanish-speaking USA and Canada: **800-216-1288**
- Spanish-speaking Mexico: **01-800-681-5340**
- French-speaking Canada: **855-725-0002**
- All other languages USA and Canada: **844-301-0005**

- **E-mail:** reports@lighthouse-services.com (must include the following information):

- E-mail subject line should include: ISTH incident report
- If at an event, what is the name of the location you are reporting from? (e.g., ISTH Congress)
- If at an event, what is the exact address/location?
- Who are the individuals involved in the incident?
- When did the incident occur?
- Did the incidence occur more than once? If so, how many times?
- Please take your time and provide as much detail as possible, but exercise care to not provide details that may reveal your identity (if you wish to remain anonymous).
- Was someone from ISTH staff or leadership involved in the incident?
- Has the incident been reported to anyone from ISTH (staff or leadership)?
- Has the incident been reported to anyone not affiliated with (outside of) ISTH?
- Were there any witnesses? If so, please list them
- Would you be willing to anonymously assist further if asked? If so, please provide a contact phone number and/or e-mail
- Do you give permission to share your contact information with ISTH? If yes, please supply your phone number and/or e-mail (if you have not already)

- **Non-Emergency Situation:**

- For in-person events, contact a member of the ISTH professional staff.

- Or report the incident anonymously through the methods detailed above.

To the extent possible, the ISTH will endeavor to keep the reporting concerns and any resulting investigation confidential; however, confidentiality cannot be guaranteed. Reports may be made anonymously, although the ISTH can investigate and handle a complaint more effectively if the identities of the persons involved are known.

Follow-Up and Investigation

The ISTH's office will receive complaints, initiate an investigation, and take appropriate action. During any given ISTH in-person event, that responsibility may be delegated to an on-site representative.

All reports will be investigated and will be handled confidentially to the extent reasonably possible. The ISTH will provide complaints, which have not been already directed to, the ISTH's legal counsel. The ISTH's legal counsel will review such complaints to determine whether there has been a violation of the Code and provide a report on the complaint to the ISTH Executive Director or the ISTH President if the target of the complaint is the ISTH Executive Director. The ISTH legal counsel may further investigate the facts and circumstances reported and recommend disciplinary action, if it is determined with the ISTH that an investigation is warranted.

When a report is filed, the individual(s) accused of the violation will be notified of the complaint and informed of the investigation process, within a reasonable time (approximately thirty (30) days) of the initial compliant being filed. This individual will have an opportunity to respond to the complaint and provide input to the investigation, within fifteen (15) days of receiving the complaint.

If an investigation substantiates that a violation of this Code has occurred, the ISTH will determine disciplinary action.

Those who have been accused will be informed of the outcome. Persons deemed to be in violation of the Code will be informed of any actions taken. Those who report an incident and/or were involved will be informed of the outcome unless they request otherwise, or their contact information is not available.

Should either party wish to appeal a decision within thirty (30) days after it is made, they may make an appeal to the ISTH Secretary General who will convene the Ethics Committee and Executive Committee for a review and recommendation. The recommendation will be presented to the President of the ISTH, who is required to bring the matter to the full ISTH Council for review within approximately sixty (60) days after receipt of the appeal.

The ISTH Council may uphold, reject, or adjust the findings or ask for further investigation. The determination of the ISTH Council is final and cannot be appealed.

The Executive Director's Office is responsible for record keeping of complaints and actions.

This policy is for all types of engagement with the Society. Violations that may have occurred during a non- ISTH-related event or within another society, institution, etc. should follow the rules of that setting. For example, misconduct between individuals occurring at their university should follow the university's code of conduct, even if both individuals are ISTH members.

If the report involves the current ISTH President or if the President has a conflict of interest, the Executive Committee would recuse the President from this process.

If the report involves the Executive Director, or if the Executive Director has a conflict of interest, the Executive Committee would recuse the Executive Director from this process.

Consequences of Unacceptable Behavior

Upon receiving a report of unacceptable behavior, the ISTH's first priority will be the safety and security of those engaging with the Society. Sanctions for violating this Code may include (as may be applicable):

- Receiving verbal or written warning;
- Being denied access to the remainder of any ISTH event, program or activity;
- Being barred from attending or participating in any future ISTH events, programs or activities;
- Being barred from holding volunteer roles within the Society;
- Having ISTH membership revoked; and/or
- Notifying law enforcement if it appears that laws were broken.

Sanctions may be time specific or lifetime, based on the severity of the violation.

Retaliation Prohibited

Retaliation against a person reporting in good-faith is also a violation of this Code of Conduct, and will not be tolerated. In addition, any person who is shown to have made a knowingly false or frivolous accusation in a report filed under this Code will be considered to have violated it and may be subject to the disciplinary actions outlined within it.