Code of Conduct Procedure Suggestions

General

- As transparent as possible.
- Need for a pathway in case someone in the chain of referral is involved as the defendant or complainant.
- Where to go: MLA Mediator (MLA-L specific), ombudsperson*.
- “In the event that someone approaches you with details of a conduct incident, please refer them to the ombudsperson*.”
- Reports accepted via postal mail, e-mail or online form for anonymous or named reporting, regardless of venue, so there are multiple avenues through which to report.
- Confirmation of receipt of the report to reportee; include what they should expect in terms of the procedure.
- Continued communication to reportee as process progresses.
- Yearly anonymized statistical report of all incidents with the intention to minimize harm and prevent future violations delivered to the membership; can also be used in longer-term planning and raising awareness of incidents.
- Differentiation between the threat of immediate danger vs harassment.
- Prominent postings in Sched/Conference website of how to report a conduct incident and contact information for those to report to.

*board member until ombuds is resolved

In-Person specifics

- If you wish to report a conduct incident and cannot find or identify the ombudsperson, please find a convention manager or Board member (identified by their name badge ribbon). If you need help identifying these people, check the conference website or Sched for these people's contact information.

Virtual/Hybrid Meeting specifics

- Need for a chat moderator or other “official” whose job is to post the code of conduct and online reporting form links in the chat at the beginning.
- Post reporting form links in Sched and on the conference website (appropriate for both virtual and in-person meetings).

MLA-L specifics

- Include official MLA-L Mediator email address for issues/complaints/archiving.
● If event or altercation happens on MLA-L, mediator should post note that it is being handled so subscribers are aware.
● Seek to fill the Assistant Mediator position as stated in the original position description.

**Other Suggestions and Future Actions**

- **MLA-L**
  - Business conducted by the MLA-L Mediator must be archived, both email and any related records.
  - There should be an official MLA-L Mediator email address.
  - Monthly/as incidents arise post about the CoC/MLA-L community standards.