

The American Ceramic Society



APPENDIX 8: CODE OF CONDUCT

The American Ceramic Society – Code of Conduct (Issue Date: July 15, 2019)

The American Ceramic Society (ACerS) is committed to ensuring that all ACerS events and activities are free from discrimination, harassment, and/or retaliation of any form. 'ACerS' includes, but is not limited to, the Society, Ceramic Arts Network (CAN), Divisions, Sections, and International Chapters. ACerS seeks to foster an environment promoting the free expression and exchange of ideas where all are welcomed, open dialogue is encouraged, and all perspectives are appreciated. Participants are expected to act in a professional, responsible, and courteous manner while engaged in ACerS events and activities.

ACerS is committed to ensuring equality of treatment and opportunity and freedom from harassment for all participants regardless of race, gender, gender identity, nationality, religious beliefs, national origin, age, marital status, sexual orientation, disabilities, ancestry, personal appearance, or any other basis not relevant to scientific merit. Intimidating, harassing, abusive, discriminatory, derogatory or demeaning speech or actions will not be tolerated.

This policy applies to all participants. Participants includes, but is not limited to, attendees, members, non-members, partnering organizations, volunteers, students, guests, staff, contractors, vendors, exhibitors, authors, co-authors, and all other participants related to ACerS events and activities.

Anyone witnessing or who is the subject of behavior that violates the *ACerS Code of Conduct* or *Anti-Harassment Policy*, should immediately notify an ACerS staff member or contact:

- 1. ACerS Executive Director, Mark Mecklenborg, ph 614-794-5829 / email: ExecDirector@ceramics.org**
- 2. ACerS President, Sylvia Johnson, ph 510-813-8758 / email: ACerSPresident@ceramics.org**

All complaints will be treated seriously and investigated promptly. Confidentiality will be honored to the extent permitted by the investigation and constraints imposed by protecting the rights of others. If the nature of a complaint involves criminal misconduct, please also contact the appropriate authorities directly.

Persons submitting reports are requested to write down all relevant details (times, places, nature of the incident, relevant background information, etc.). Anyone experiencing harassment should save emails, notes, images, videos, witness statements, or any other documentary information that will be valuable for an investigation. These documentary details do not necessarily have to be provided during an initial contact, but may need to be provided during a follow-up investigation. When writing a complaint, please be as detailed as possible. ACerS can only address incidents that are reported. Those wishing to file a complaint are encouraged to do so as quickly as possible, within the constraints imposed by maintaining one's personal safety.

ACerS will promptly and impartially investigate the facts and circumstances of any claim of inappropriate conduct or harassment within the scope of the policy.

Individuals found to have engaged in prohibited behavior within the scope of this policy or individuals making allegations in bad faith will be subject to disciplinary action. Such actions are at the discretion of ACerS. The nature of the disciplinary action depends on the severity of the offense and could range from verbal warnings to ejection from meetings, events, activities, membership in the Society or CAN, without refund of registration fees or membership dues. Disciplinary actions may also be reported to the offender's employer or university.

Individuals dissatisfied with the results of an investigation may appeal to the president of ACerS. It is at the discretion of the president as to whether to convene a secondary investigation in consideration of any new information or perceived impropriety in the initial investigation. In such a case where the president has a conflict of interest, the appeal will be considered by a member of the Board of Directors.