



## Meeting Conduct Reminder

The NCWSS Code of Ethics defines professional conduct binding on all members of the Society. Members should recognize that this code of ethics and conduct signifies a voluntary assumption of the obligation of self-discipline and members should strive to uphold and maintain the honor and dignity of the Society.

The following rules and standards of conduct have been developed for the safe and efficient operation of the NCWSS and for the benefit and protection of the rights and safety of all. NCWSS members are expected to observe the highest standards of professional conduct at all times, while at work or engaged in Society business.

**1. Obey all laws, rules and regulations governing our business.** The NCWSS is subject to applicable federal laws in the state or country of the meeting or event. It is the policy of the NCWSS that all laws, rules and regulations are complied with fully and completely. If it is unclear whether an action or activity is a legal or ethical violation, contact the NCWSS President and/or Executive Secretary immediately for advice. Any incident or situation that violates the law or this policy should be immediately reported to the President and/or Executive Secretary; in person or via this contact information: [eric@imigroup.org](mailto:eric@imigroup.org) or 720-445-4789.

**2. Be honest, truthful, fair and trustworthy in all NCWSS activities and relationships.** The NCWSS expects each member to treat other members with respect and honesty. This includes providing information that is accurate, complete, objective, timely, relevant, and understandable.

**3. Respect and protect NCWSS assets.** Assets are anything of value owned by the NCWSS. All NCWSS members are expected to be custodians of those assets. Members are responsible to maintain Society assets in good condition and to protect them from loss. This includes, but is not limited to, real assets and equipment as well as “soft assets” such as intellectual property, member lists, and other confidential information owned by the Society. NCWSS assets of any kind should not be used for personal benefit.

**4. Avoid all conflicts of interest between Society business and personal affairs.** All NCWSS members are expected to act with total objectivity regarding NCWSS business. Accordingly, it is improper for a NCWSS member to be in a position where their personal interests’ conflict, or appears to conflict, with NCWSS interests. NCWSS members should not use their position within the NCWSS to influence NCWSS members or others for their personal benefit. If a member believes that a conflict of interest has developed or may develop, it should be promptly reported to the NCWSS President and/or Executive Secretary. The Society’s Conflict of Interest Policy is outlined in 5.8.

**5. Promote a culture of respect for all NCWSS members.** The NCWSS supports and adheres to laws and regulations dealing with fair member practices. Membership discrimination in our Society based on sex, race, age, religion, national origin, or sexual preference will not be tolerated. Sexual harassment will not be tolerated. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that explicitly or implicitly affects an individual’s membership in the society, unreasonably interferes with an individual’s activities within the society, or creates an intimidating, hostile or offensive society environment. This also includes inappropriate use of nudity and/or sexual images in public spaces

(including within visual presentations, Twitter, and other online media); deliberate intimidation, stalking, or unwelcome following; harassing photography or recording; and sustained disruption of talks or other events.

**6. Use your best efforts to maintain a safe environment and protect the Society.** The NCWSS believes in and supports the laws designated to keep our Society safe and designed to protect the environment. If you believe that an unsafe condition exists in our Society, bring it immediately to the attention of the President, a member of the Board, or Executive Secretary. If an accident takes place, report it pursuant to policy and immediately take action to address the problem. Any incident or situation that violates the law or this policy should be immediately reported to the President and/or Executive Secretary; in person or via this contact information: [eric@imigroup.org](mailto:eric@imigroup.org) or 720-445-4789.

**7. Promote an ethical culture for all NCWSS members.** The NCWSS always expects all of its members to conduct themselves ethically and to encourage and support that behavior in their fellow members. Members exercise integrity in scientific research activities and in the reporting of results.

**8. Relation of professionals to the public.** They shall not knowingly permit the publication of reports or other documents for any unsound or illegitimate undertaking.

**9. Respect fellow NCWSS members.** Members shall freely give credit for work done by others to whom the credit is due and shall refrain from plagiarism in oral and written communication, and not knowingly accept credit rightfully due to another person.

**10. Reporting alleged violations.** Violation of the NCWSS Code of Ethics and Conduct may subject a member to disciplinary action up to and including membership revocation. At the annual conference, when “Safe NCWSS” members become aware of a complaint, they will seek out the alleged victim(s) and offender(s) separately and gather facts. Immediate responses at the conference may range from warning a harasser to cease his or her behavior immediately, to ending a speaker’s talk early if the speaker uses inappropriate language or images, to requiring a harasser to leave the conference immediately with no refund, to banning a harasser from future events “either indefinitely or for a certain time period.” Law enforcement may be engaged if circumstances require.