

ACS Volunteer/National Meeting Attendee Conduct Policy

- Prohibits “inappropriate actions based on race, gender, age, religion, ethnicity, nationality, sexual orientation, gender expression, gender identify, ... [or] presence of disabilities.”
- “Disruptive, harassing, or inappropriate behavior toward other volunteers, stakeholders, or staff is unacceptable.”
- “Harassment of any kind ... will not be tolerated.”
- Report violations to ACS Secretary and General Counsel or the Chair of the Board of Directors, or use our confidential third-party vendor (Lighthouse Services) and contact them at 855-710-0009; or email to reports@lighthouse-services.com
- The policy may be found in the ACS Governing Documents: <https://www.acs.org/content/acs/en/about/governance/charter.html>

ACS is taking action to ensure that its national meeting are safe and inclusive – your organization should, too



ACS Meetings & Events should be a **safe experience for all attendees.**

ACS prohibits harassment and other inappropriate conduct.

SEE SOMETHING, SAY SOMETHING.



Let us know how we can do better or report harassment:

ACS Secretary and General Counsel, Flint Lewis at f_lewis@acs.org.

ACS Hotline: toll free at 855-710-0009 (English) or 800-216-1288 (Spanish)

GUIDANCE ON HOLDING A HARASSMENT-FREE MEETING

The ACS is recommending this policy be adopted by its Divisions, Local Sections, and others that are organizing and operating ACS-affiliated events (“Non-National Meeting”) to ensure harassment-free environments. This guidance should be useful in identifying and mitigating harassment, including sexual harassment, at such meetings. Here are ACS’s current recommendations:

In the Program/Online:

- Publish that all attendees, speakers, exhibitors, staff, vendors, volunteers, and guests are required to agree with the ACS VOLUNTEER/NATIONAL MEETING ATTENDEE CONDUCT POLICY, as modified by a division or local section, at Registration. Display a copy for review and inspection.
- Publish a separate additional statement as follows:

HARASSMENT-FREE MEETINGS

“The American Chemical Society seeks to foster a positive and safe environment for meetings that all participants can be free of harassment, including sexual harassment, and characterized by courtesy and respect.

Harassment is any unwelcome conduct that is based on, or due to, and individual’s protected characteristics, including race, national origin, age, disability, sexual orientation, etc. ACS considers sexual harassment to include, but not be limited to, any unwelcome sexual flirtations, advances, or propositions; verbal comments or physical actions of a sexual nature; sexually degrading words; sexually explicit jokes; and offensive, unwanted physical contact; physical or verbal abuse, intimidation, threats, efforts to annoy others, harassment, stalking, pushing, shoving or use of any physical force whatsoever against any person.

ACS takes harassment in all its forms seriously and will vigorously enforce the ACS Volunteer/National Meeting Attendee Conduct Policy or other adopted version against any actor taking inappropriate actions against others based on any protected characteristic.

If you have been subjected to or witnessed harassment, you are encouraged to report the incident to *[Contact Person]*. If you are unsure of how to report, any *[Division or Local Section Officer]* can help you get to the right place. If you feel that you or someone else is in immediate danger, call 911 or on-site security at once.”

As Part of Registration:

- Require attendee, speaker, exhibitor, staff, vendor, volunteer, and guest agreement to abide by the ACS VOLUNTEER/NATIONAL MEETING ATTENDEE CONDUCT POLICY
- Require attendees, speakers, exhibitors, staff, vendors, volunteers, and guests to acknowledge the Harassment-Free Meeting statement above.

- At Session Start:** - Require the moderator to READ ALOUD the **Harassment-Free Meeting** statement above.
- After reading the statement, ask moderator to further announce that ACS is serious about the Harassment-Free Meetings and takes enforcement seriously.
- At Presentation Beginning:** Require all presentations to have the the **Harassment-Free Meeting** statement above on a slide at the beginning.
- Between Sessions:** Require all breaks between sessions to show the **Harassment-Free Meeting** statement above.
- Within the Venue:** Post signs containing the the **Harassment-Free Meeting** statement above at or near heavy traffic areas and within each session room.
- Contact Person:** Appoint someone who (ideally):
1. is a good listener
 2. able to calm people
 3. gathers facts without traumatizing anyone involved
 4. is objective and free of conflicts
 5. can make the target feel safe
 6. can directly contact on-site security and law enforcement
- How to Make a Complaint:** - Post signs with following message at or near heavy traffic areas and within the Program/Online materials:
- “Report Harassment**
- If you have been subjected to or witnessed harassment, including sexual harassment, you are encouraged to report the incident to [Contact Person] as [Contact Information]. If you are unsure of how to report, any [Division or Local Section Officer] can help you get to the right place. If you feel that you or someone else is in immediate danger, call 911 or on-site security at once.
- All complaints will be treated confidentially, seriously, and acted upon promptly.”**
- At the Time of Complaint:**
- The Contact Person should ensure the target’s safety at once through access to a safe space, new room, more security, home travel assistance, or assistance with police reporting
 - The Contact Person should strive to fairly and objectively gather information from all involved for a report on potential disciplinary action
 - The Contact Person should call on-site security or law enforcement at once whenever the target reasonably believes their safety is at risk

Complaint Review:

Decide on how to evaluate complaints:

1. designate a decision-maker or small group to decide on responses to actors or groups of actors
2. adopt a process to investigate complaints fairly, discretely, and completely, including:
 - a. evaluating all reports, incident accounts, etc.
 - b. conducting additional interviews with the alleged target, actor, and/or witnesses
 - c. employing fairness principles that do not adversely affect the rights of all involved in finding facts and arriving at a decision
3. determine what, if any, mitigating or aggravating circumstances exist from the finding of facts

Remedial Action:

- The purpose of remedial action is to ensure that harassing behavior is not repeated and victims of harassment can feel safe and welcome at the event. The purpose of remedial action is not to punish. In many situations, the decision-maker or small group may not be able to determine the facts with certainty or precision. This should not prevent them from using their best, reasonable judgment to remedy the situation.

- In deciding upon remedial action for anyone violating these *Guidelines*, the decision-maker or small group should consider one or more of the following :

1. admonish the actor with a reprimand or verbal warning
2. require the actor to make a private or public apology
3. require the actor to leave the venue immediately
4. preclude the actor from serving in future volunteer roles
5. prohibit the actor from attending any and all future meetings

- In addition to the considerations listed above, in deciding upon remedial action for those violating these *Guidelines*, the decision-maker or small group should give strong consideration to any potential threats to safety and the persistence and seriousness of the actor's behavior.

Report to ACS National:

- all Divisions, Local Sections, and others organizing and operating ACS-affiliated events, should advise the then ACS General Counsel of the following:

1. the date of adoption of these *Guidelines* and the Contact Person's name and contact information within 5 business days of action
2. a briefing on any threats to a target's safety within 24 hours
3. a report on the nature, extent and timing of any remedial action within 5 business days of taking any such action