



Policy name Policy Against Inappropriate Behaviour at COMP Sponsored Events

Policy date March 4, 2021

PURPOSE

COMP (the Canadian Organization of Medical Physicists) is committed to providing a safe and productive meeting environment that fosters open dialogue and the exchange of professional and scientific ideas, promotes equal opportunities and treatment for all participants, and is free of harassment and discrimination. All participants in COMP sponsored events are expected to treat others with respect and consideration and to follow venue rules. All meeting attendees are expected to uphold standards of scientific integrity and professional ethics, as described in the COMP Code of Ethics. COMP recognizes that there are areas of science and professional practice that are controversial. A COMP meeting can serve as an effective forum to consider and debate science and profession-relevant viewpoints in an orderly, respectful, and fair manner.

POLICY STATEMENT

COMP prohibits any form of harassment, sexual or otherwise, as well as other disruptive or inappropriate behaviour at its meetings and events.

SCOPE

The policy herein applies to all members, attendees, speakers, exhibitors, staff, volunteers, and guests at COMP sponsored events, including the Annual Scientific Meeting, Winter School, committee meetings, and social activities. In this context, the policy applies to rooms where COMP-sponsored educational or scientific sessions or COMP committee meetings are being conducted. It also applies to other areas within a meeting venue controlled by COMP such as the registration area, poster halls, and exhibit space, and applies to events held in conjunction with the meeting and facilitated by COMP such as receptions, student's night out, and social activities. The policy also applies to virtual meetings, teleconferences and other venues for electronic discourse hosted, organized or sponsored by COMP.

DEFINITIONS

Behaviour that is welcome or acceptable to one person may be unwelcome or offensive to another. Consequently, individuals must use discretion to ensure that their words and actions communicate respect for others. This is particularly important for those in positions of authority since individuals on the lower end of a power differential may be reluctant to express their objections or discomfort regarding unwelcome behaviour. Behaviour, such as harassment intended in a joking manner, still constitutes unacceptable behaviour. Behaviour resulting in fear for one's safety and well-being is a criminal offense and therefore beyond the scope of this policy.

The forms of conduct covered in this policy are defined below.

- Harassment - Harassment is any behaviour by an individual or group that contributes to a hostile, intimidating, and/or unwelcoming environment and is prohibited. Harassment includes speech or behaviour that a reasonable person would find unwelcome or offensive, whether it is based on ethnicity, gender, religion, age, physical appearance, disability, veteran status, marital status, sexual orientation, or gender identity. Harassment on the basis of any other characteristic is also prohibited. This conduct includes, but is not limited to, epithets, slurs, or negative stereotyping; threatening, intimidating, or

hostile acts; demeaning jokes and display or circulation of written or graphic material that demeans or shows hostility or aversion toward an individual or group. Retaliatory harassment is also included.

- Sexual Harassment - Sexual harassment refers to unwelcome sexual advances, requests for sexual favors, and other verbal or physical actions of a sexual nature. Sexual harassment does not include occasional compliments of a socially acceptable nature. The following examples may constitute sexual harassment if unwelcome: sexual flirtations, advances, or propositions; unnecessary touching; verbal comments or physical actions of a sexual nature; sexually degrading words used to describe an individual; a display of sexually suggestive objects or images including electronically sent material; and sexually explicit jokes.
- Other Inappropriate Behaviour - Bullying including verbal, social, physical, and cyber bullying. This generally involves the use of force, coercion, hurtful teasing or language, threats or other means to aggressively dominate or intimidate an individual. Other inappropriate behaviour also includes the sustained disruption of presentations, events, or meetings.

Complainant: Anyone filing an alleged inappropriate behaviour complaint.

Witness (if applicable): Anyone who observed an incident of alleged inappropriate behaviour.

Individual Implicated / Respondent: The individual who allegedly caused the inappropriate behaviour.

Point(s) of Contact: Organizers of COMP events shall designate specific individuals as point(s) of contact. These individuals shall be:

- Approachable or reachable by any event participants in a reasonable time-frame,
- Able to communicate with complainants/witnesses in discrete and private manner on request,
- Familiar with this policy, and
- In a position to communicate directly with event organizers and COMP board members and bring forth complaints or allegations of inappropriate behaviour for timely review.

For large COMP events (e.g. Annual Scientific Meeting, Winter School, etc.) the point(s) of contact will be members of the planning committee or the Executive Director, unless otherwise identified. For other events, the point(s) of contact shall default to the chair of the event organizing committee, or the individual event organizer, unless otherwise identified.

PROCEDURE

All COMP members, affiliates, and meeting participants shall abide by the Policy Against Inappropriate Behaviour at COMP Sponsored Events. This expectation, and the policy, shall be widely communicated.

Reporting Inappropriate Behaviour

Any individual covered by this policy who believes that they have been subjected to or witnessed inappropriate behaviour may file a complaint through a point of contact or a COMP board member directly. All complaints will be deemed confidential. A report of inappropriate behaviour should include pertinent information such as the name of the individuals involved, type of incident, location, and date of the incident.

A sample reporting form is attached at the end of this document. It is intended to assist in facilitating a formal report but use of this form is not necessary for a complainant to make a report.

Responding to Inappropriate Behaviour

Individuals acting as point(s) of contact shall have the authority to take immediate action when necessary to ban an implicated individual from an event (e.g. scenarios where the inappropriate behaviour is preventing the event proceeding in an orderly, respectful, and fair manner, or where the inappropriate behaviour has potential to escalate to an unsafe situation). However, in general, implicated individuals are entitled to due process, and reports of a non-urgent manner shall be investigated by the individuals acting as point(s) of contact and referred to the COMP Board and/or authorities as appropriate, factoring in the wishes of the complainant.

The COMP Board is the ultimate arbiter, within the organization, of inappropriate behaviour at COMP-sponsored events and has the power to impose sanctions on individuals found in violation of this policy. Incidents reported to individuals acting as point(s) of contact during the meeting will be referred to the COMP Board after the meeting. Appropriate action will be based on a review of the report and any further investigation deemed necessary. The COMP Board shall determine if follow-up action is required and/or if a formal complaint will be filed with the appropriate authority within or beyond COMP. Sanctions may include immediately banning perpetrators of inappropriate behaviour from events without warning or reimbursement of fees, banning from further events, and in extreme circumstances, revocation of COMP membership.

COMP reserves the right to remove an individual from any COMP meeting without warning or refund and/or to prohibit attendance at future COMP events. COMP also reserves the right not to proceed with an investigation following an allegation of inappropriate behaviour by an individual if it is considered that there are insufficient grounds or evidence to do so. The COMP Board shall notify the individuals involved in writing of the findings and the action to be taken.

COMP Inappropriate Behaviour Reporting Form

Complainant Name:

Complainant contact information:

Individual implicated/Respondent name (if known):

Individual implicated/Respondent contact information (if known):

Witness(es) to the incident (if any):

Witness(es) contact information (if any):

Date of report:

Date of incident:

Time of incident:

Name of COMP event:

Specific location of incident (e.g. room, area, online venue):

Type of incident (Choose from below):

- Harassment
- Sexual Harassment
- Other Disruptive Behaviour

Description of incident: