

European Behavioral Pharmacology Society 2024 Workshop Safety Plan

The organizers and the European Behavioral Pharmacology Society (EBPS) are committed to providing a safe working environment for this conference. We pledge to make the meeting free of discrimination, harassment and threats of any kind, and we will make every effort to ensure a safe and welcoming environment for all attendees.

To this effect, the conference will open with a panel led by the EBPS Equity, Diversity, and Inclusion (EDI) Committee that will provide participants with detailed instructions on expected norms, and how to report any perceived deviations. Attendees will be advised that the Society prohibits sexual or other forms of harassment, and will be given directions on how to report violations of the policies, as described below. In this regard, “other forms of harassment” is defined as “non-gender or non-sex-based harassment of individuals, protected under federal civil rights laws, as set forth in organizational policies or codes of conduct, statutes, regulations, or executive orders”.

Specific examples of behaviors that will **not** be tolerated during this event include, but are not limited to:

- Any form of biased, demeaning, intimidating, coercive or hostile conduct or commentary, whether it is related to age, citizenship, familial status, gender, genetic predisposition, race, religion, or any other form of discrimination
- Retaliation against reporting of conduct concerns or assisting in conflict resolutions; pressure or attempted dissuasion from reporting concerns or carrying out reporting procedures

We encourage attendees to report experiences, whether they are witnessed or reported second hand, to the conference organizers. The organizers will review the reports and take necessary steps to notify the offender(s), taking care to protect the privacy of the reporters. The organizers retain the right to dismiss any offenders from the conference premises. All reported occurrences will be reviewed on site by representative of the EBPS Executive Committee. If deemed to be a violation of conference norms, the offender will be asked to leave, and may be prohibited from attending future EBPS events. This decision will be made by a quorum of the Executive Committee and a representative of the EDI committee.

Attendees will be informed that they can make on-site reports confidentially to any of the four organizers, whose emails will be provided on the opening session and included in print materials: Leah Mayo (leah.mayo@ucalgary.ca), Matthew Hill (mnhill@ucalgary.ca), Stephanie Borgland (slborgla@ucalgary.ca), and Harriet de Wit (hdew@uchicago.edu). We will provide a QR code that allows for anonymous reporting that will be directed to the organizers. This QR code and be part of the slides shown between presentations during the conference. Finally, reports can also be made directly to the EBPS EDI committee [here](#).

Individuals who have questions, concerns, or complaints related to harassment are also encouraged to contact the HHS office for Civil Rights (OCR). More information about how to submit a complaint can be found on the OCR webpage. Individuals will be informed that filing a complaint with conference organizers is not required before filing a complain with HHS OCR, nor does it prohibit filing a complaint with HHS OCR. Individuals can also notify the National Institutes of Health (NIH) about concerns of harassment, including sexual harassment, discrimination, and other forms of inappropriate conduct [here](#).

European Behavioral Pharmacology Society 2024 Workshop Code of Conduct

The organizers and the European Behavioral Pharmacology Society (EBPS) are committed to providing a safe working environment for this conference. We pledge to make the meeting free of discrimination, harassment and threats of any kind, and we will make every effort to ensure a safe and welcoming environment for all attendees. In this Code of Conduct we describe expectations of behavior, procedures for reporting misconduct and the protocol that will be followed in the evaluation of any reports.

Please read the document, sign it, and return to the registration desk or submit your signature online.

Expected behavior:

- **Demonstrate respect and consideration for all people.** Avoid dominating the microphone or airtime. In a virtual meeting, mute audio when not speaking.
- **Communicate openly and thoughtfully with others, listen well to others, and be considerate of the multitude of views and opinions that are different than your own.** Make room for a diversity of voices in group discussions, on panels, and the like. Welcome all voices, regardless of whether they participate by video, audio, or other means. Facilitators, invite discussion but be sensitive not to pressure those who have not communicated to do so.
- **Be respectful in discussing and debating ideas.** Demonstrate that differing perspectives are valued—critique ideas, not people.
- **Be collaborative.** Be mindful not to exert dominance over others. Consider the effect of power differentials in relationships, positions, experiences; ease of communicating by video vs. audio or other means; and other factors to avoid dominance.
- **Follow the rules and policies of the venue and/or platform.**
- **Act to avoid invading personal privacy of individuals.** Assume that a person who is being viewed at times or in places where people can reasonably expect privacy (e.g., bathrooms, breastfeeding rooms) via a virtual event platform does not realize the situation, and notify the event contact(s) right away to help the person.
- **Be mindful of your surroundings and of your fellow participants during an in-person event.** Call 911 or alert hotel/venue security if someone is in immediate danger or if an immediate and serious safety concern exists.
- **Report conduct concerns to an event contact so that concerns can be addressed responsibly and in a timely fashion.** If you learn about the identities of any individuals involved in a conduct concern, respect and maintain the confidentiality of the individuals involved. If you are questioned as part of an investigation or review of a conduct concern, answer questions in a forthright and complete manner.
- **If any leader or facilitator of an activity/session, any official of the platform, or any event official directs you to stop a behavior or delete a comment, comply immediately.** Such directions are made to implement this policy or the platform's policies. After participants comply, they may raise any questions or concerns to an event contact.

Unacceptable behavior:

- **Do not intentionally talk over or interrupt others.**
- **Do not engage in biased, demeaning, intimidating, coercive, or harassing/hostile conduct or commentary,** whether seriously or in jest (e.g., based on power differential, gender [sex, identity, expression], sexual orientation, race, ethnicity or national origin, religion, marital status, veteran status, age,

body size or other physical appearance, disability, socioeconomic status, or other identities); this is the opposite of respectful and welcoming conduct.

- **Do not engage in personal attacks.**
- **Do not offer unwelcome sexual attention**, including but not limited to making sexualized comments or jokes, displaying sexually explicit material, inappropriate touching, groping, or making sexual advances.
- **Do not engage in stalking or unwelcome or surreptitious photography of individuals.**
- **Do not retaliate against or disadvantage anyone for reporting a conduct concern or assisting in its resolution.** Do not make bad faith accusations.
- **Do not disrupt the event (sustained or disrespectful disruption of presentations) or engage in harm or threats of harm of any kind.** Do not create/contribute to a safety threat or unsafe or exclusionary situation.
- **Do not engage in any of these bad acts in the event or on social media or by other means in any way associated with the event.**

What to do if you have a conduct concern: Participants are invited to report any concerns to meeting organizers. Participants will be provided with access to a [link](#) on the dedicated conference website to submit complaints. Complaints submitted via this form will be anonymous. However, if a participant wishes to forgo anonymity, i.e., in the case of a request for follow-up, then they will be instructed to provide their contact information with the report. Reports will be considered by the EBPS Executive committee to consider further action. Call 911 or alert hotel/venue security if someone is in immediate danger or if an immediate and serious safety concern exists.

Confidentiality: If the person raising the concern, any identified individual target, or the accused or a witness asks an event contact for confidentiality of their identity while the concern is being addressed, reasonable steps will be taken to maintain it. EBPS will not maintain confidentiality if - in its judgment and discretion - safety, law, an investigation, determination of a violation, or disconnecting/removing a participant from the event requires otherwise. Anyone who receives information during an investigation, however, must maintain its confidentiality; failure to do so is a serious violation of this policy, as is retaliation against any identified individual target, witness, or anyone who raises or helps resolve a conduct concern.

Determining a violation: When a conduct concern under this policy is raised to the event contact(s), the event contact(s) will determine whether the situation can (and should) be defused by communicating privately and separately with the individuals most directly involved and, possibly, particular witness(es) ("simple resolution"). A simple resolution is appropriate when an event contact provides a warning and clear conduct instructions to a person accused of a violation of this policy, the accused participant complies, and it is apparent that: misunderstandings occurred and are corrected or lessons have been learned by those in need of learning; there is an authentic commitment to avoid a repetition of the cause of the conduct concern (and no reason to think a repetition is likely); and (considering all of this and the nature of the conduct concern and harm) a sense of safety and inclusion has been restored without the need for further action, and any identified individual target and accused Participant agree to the simple resolution without coercion. event contact(s) will inform the EBPS Executive Committee (EC) in any event.

If a simple resolution is not adequate, the EBPS EC or its designee(s) may determine based on the event contact's fact-finding whether a violation of this policy occurred and will notify the individuals most directly involved by email or text. Before making a determination, the EC or its designee(s) will give the known/available individuals most directly involved an opportunity to provide (but will not require them to provide) in writing any additional facts relevant to the decision; will give a copy of each one's submission (if any) to the other(s); and will give each an opportunity to briefly respond in writing to the other(s)' submission(s)

(if any). The EC or its designee(s) will set submission deadlines in their sole discretion but taking into account the nature of the conduct concern, timing, and logistics. If the EC or its designee(s) does not make a determination during the Event (e.g., due to the nature of the conduct concern, time constraints, or logistics), the determination will be made and any consequences imposed in as timely a matter as possible.

Consequences that may be imposed: Anyone requested to stop unacceptable behavior is expected to comply immediately. After participants comply, they may raise any questions or concerns to an event contact. EBPS officials, including the EC or its designees, may take any action deemed necessary and appropriate, including immediate removal of participants from the in-person or virtual event.

If the EC or its designee(s) determines a violation of this policy during the event, the EC or its designee(s) may, upon notice, require an accused participant to leave the event at the participant's own cost and to maintain distance and separation from other participants at all event sites, or to leave any or all sites associated with the event during the general timeframe of the event.

The EC or its designee(s) may exercise the same discretion and impose any of the above-listed consequences on an accused participant prior to determining whether a violation occurred, if the EC or its designee(s) decides, in their sole discretion based on those facts known, that a credible assertion that a violation exists and such action is needed in short order to avoid disruption or to advance inclusion or safety at the event. Other/additional consequences for violation of the policy, to be determined after the event, may include, without limitation, being banned or suspended from participation in events or meetings in the future. While consequences of this policy are separate from the Membership Sanctions outlined in EC bylaws, the conduct of any EBPS member with regard to actions contrary to this policy may, per the bylaws, be considered substantially prejudicial to the best interests of EBPS and subjected to the complaint process outlined in the bylaws.

The EC or its designee(s) will make the determination, in their sole discretion, to serve the best interests of EBPS's membership and mission as reflected in this policy. An appeal of a decision on whether a violation of this policy occurred, or regarding the consequences imposed, may be pursued by a participant after the event. An appeal is available only due to newly surfaced, consequential facts that were not previously available when the decision was made; consequences grossly disproportionate (in leniency or stringency) to the violation found, considering how similar situations were handled, if any, under current EBPS policies (i.e., not under prior policies); lack of facts to support the decision; a conflict of interest by a decision-maker; or a failure to fulfill process requirements with consequential effects on the appealing person's ability to address important considerations.

However, the only remedy for an accused participant's successful appeal of a requirement to leave an event is a refund of the event's registration fee, if applicable.

Other information is provided because this conference is supported in part by the NIH (USA):

- If you have questions, concerns or complaints related to harassment you may also contact the [Health and Human Services Office for Civil Rights \(OCR\)](#)
- Information about how to file a complaint with HHS OCR can be found at, [Filing a Civil Rights Complaint](#).
- Filing a complaint with the conference organizer is not required before filing a complaint of discrimination with HHS OCR, and seeking assistance from the conference organizer in no way prohibits filing complaints with HHS OCR.
- Individuals can notify NIH about concerns of harassment, including sexual harassment, discrimination, and other forms of inappropriate conduct at NIH-supported conferences (you can commit to providing contact information for appropriate program staff and the [NIH Find Help webpage](#)).

I, _____, have read and understand the Code of Conduct, and agree to abide by the policies described there-in.

Date _____