

## International Polychaete Conference Code of Conduct

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This Meeting Code of Conduct is intended to prevent incidents of harassment, discrimination, and violence, and to maintain the high quality of scientific discourse that our members have come to expect from the International Polychaetology Association (IPA) and its meeting, the International Polychaete Conference.

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The International Polychaetology Association (IPA) is a nonprofit international organization whose purpose, according to the IPA Constitution, is to “encourage research on Polychaeta and stimulate others to participate and cooperate through informal meetings and correspondence; to provide a forum for exchange of ideas; to establish a means and an opportunity for personal contact and interaction in aiming for better mutual understanding; to serve as a liaison body among polychaetologists; and to introduce new students to the workers in this field.” The International Polychaete Conference (IPC) is the regular (every three years) meeting of the IPA.

IPA is committed to creating an environment in which all attendees can participate without harassment, discrimination, or violence of any kind. All meeting participants, irrespective of race, sexual orientation, gender identity/expression, ethnicity, ability, religion, language, professional status, or age, must be treated with respect. All meeting participants including, but not limited to, attendees, speakers, volunteers, exhibitors, service providers and others are expected to abide by this IPA Meeting Code of Conduct. This Code of Conduct applies to all IPC meeting-related events including those sponsored by organizations other than IPA but held in conjunction with IPC events, in public or private facilities.

The expected behavior is as follows. All participants, attendees, and suppliers/vendors will:

- Be treated with respect and consideration, valuing the diversity of views and opinions.
- Be considerate, respectful, and collaborative.
- Communicate openly with respect for others, critiquing ideas rather than individuals.
- Avoid personal attacks directed at other attendees, participants, and suppliers/vendors.
- Be mindful of their surroundings and their fellow participants.
- Alert a member of the IPC organizing committee if they notice a dangerous situation or someone in distress.
- Respect the rules and policies of the meeting venue, hotels, IPC-contracted facility, or any other venue.

Harassment of any meeting participant (attendee, speaker, volunteer, exhibitor, staff member, service provider, organizer, or meeting guest) will not be tolerated. Discrimination of any meeting attendee on the basis of race, sexual orientation, gender or gender identity, ethnicity, ability, religion, language, national origin, physical appearance, or age will not be tolerated. Unacceptable behavior includes (but is not limited to):

- Unwanted verbal attention
- Unwanted touching
- Intimidation

- Stalking
- Shaming
- Bullying
- Harassment (note that harassment presented in a joking manner is still harassment and constitutes unacceptable behavior)
- Retaliation for reporting harassment
- Reporting an incident in bad faith

People wishing to report a violation of this code of conduct should immediately contact a member of the IPC organizing committee. Incidents of harassment and discrimination will be taken extremely seriously. Confidentiality will be maintained unless disclosure is legally required. The meeting organizers reserve the right to enforce this code of conduct in any manner deemed appropriate. Anyone violating the code of conduct may be: (a) asked to stop, (b) expelled from the meeting (without refund), (c) prohibited from attending future meetings, and/or (d) have membership revoked or banned for the future.