

Neotoma Code of Conduct

Revision history

September 11, 2018, v.1.	drafted by Jessica L. Blois
November 11, 2018, v.2.	revised by Jessica L. Blois, with input from the EC and Don Charles
December 5, 2018, v.3.	formatting finalized by Jessica L Blois, no content changes
December 5, 2018	v.3 adopted as policy by Leadership Council. 10/12 LC members registered votes, 100% of votes supported adopting the code of conduct

Introduction

The Neotoma Paleoecology Database (hereafter, 'Neotoma') is committed to providing a safe, respectful, productive, and welcoming environment for all database members, workshop or meeting participants, and staff. All participants, including, but not limited to, Neotoma members, stewards, attendees, speakers, and others are expected to abide by this Code of Conduct. This Code of Conduct applies to all Neotoma workshops, meetings, tele/video conferences, and other events, including Neotoma events during meetings sponsored by organizations other than Neotoma, in public or private facilities. The Neotoma Code of Conduct was modified from AGU's Meeting Code of Conduct (Fall 2017).

Expected Behavior

- All participants, attendees, leadership, staff, and vendors are treated with respect and consideration, valuing a 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 toward other attendees, participants, leadership, staff, and suppliers/vendors.
- Be mindful of your surroundings and of your fellow participants. Alert Neotoma leadership if you notice a dangerous situation or someone in distress.
- Respect the rules and policies of the meeting venue, hotels, Neotoma-contracted facility, or any other venue.
- Show respect for Intellectual Property.
- Neotoma members must adhere to the AGU Scientific Integrity and Professional Ethics Policies (found here (<https://ethics.agu.org/policy/>) and here (<https://ethics.agu.org/home/publication-ethics/>)).

Unacceptable Behavior

- Harassment, intimidation, or discrimination in any form.
- Physical or verbal abuse of any attendee, speaker, leadership, volunteer, exhibitor, staff member, service provider, or other meeting guests.
- Disruption of talks at oral or poster sessions, or at other events organized by Neotoma at the meeting venue, hotels, or other Neotoma-contracted facilities.
- Examples of unacceptable behavior include, but are not limited to, verbal comments related to gender, sexual orientation, disability, physical appearance, body size, race, religion, national origin, inappropriate use of nudity and/or sexual images in public spaces or in presentations, or threatening or stalking any attendee, speaker, leader, volunteer, exhibitor, staff member, service provider, or other meeting guest.

Intellectual Property Guidelines

- Recording another individual's presentation without the explicit permission of the individual is not allowed.
- Taking photos or tweeting about another individual's presentation is allowed unless the individual requests otherwise.
- Neotoma data are available under Creative Commons CC BY 4.0 license. See <https://www.neotomadb.org/data/category/use> for a full description of the Data Use policy.

Reporting Unacceptable Behavior

- Anyone experiencing or witnessing behavior that constitutes an immediate or serious threat to public safety is advised to contact emergency services.
- If you are the subject of unacceptable behavior or have witnessed any such behavior, please immediately notify Neotoma. There are two mechanisms for notification to provide flexibility for personal preference and potential conflicts of interest.
 - First, you may notify any member of the Neotoma Executive Committee about your concerns.
 - Second, we have designated one member of the Leadership Council who is not on the Executive Committee as the Ombuds for Neotoma.
 - The names and contact info for these members are listed below, and all members of Neotoma Leadership with their roles can be found on the Neotoma website: <https://www.neotomadb.org/about/category/governance>.
- If a notification of unacceptable behavior is made in person to the Neotoma meeting organizers, members of the EC, or the Ombuds, we encourage you to follow up with a written complaint.

Consequences and complaint process

- Anyone requested by a member of the Neotoma Executive Committee, the Ombuds, or the workshop/event leader to stop unacceptable behavior occurring at the event is expected to comply immediately.
- To submit a written allegation of misconduct, we encourage all complainants to submit via email the following information (modeled after the AGU reporting process, <https://ethics.agu.org/report-allegation/>):
 - Complainant's name and affiliation
 - The name and affiliation of the person(s) alleged to have committed the misconduct (if known), or any other identifying information.
 - A description (date, location, context) of the alleged misconduct.
 - A statement of how the alleged misconduct violates the Neotoma Code of Conduct.
 - Any potential conflicts of interest between you and the subject of the complaint (which does not preclude in any way the filing of a complaint).
- Upon receipt of a written complaint, the EC or Ombuds will determine whether a fuller investigation is warranted. If so, they will convene an *ad hoc* committee from among the Leadership Council members (or from other members of the Neotoma Database, if there are concerns about conflicts of interest) to discuss the allegation and determine appropriate outcomes.
- Potential outcomes include, but are not limited to, prohibiting attendance at any future events and/or removing participants as a member of Neotoma or from any Neotoma-controlled listserve.
- The *ad hoc* committee will present the recommended course of action to all parties involved in a complaint, and then to the Neotoma Leadership Committee. Approval of all final outcomes

requires a $\frac{2}{3}$ majority vote by the Neotoma Leadership Committee. The target time period for resolving complaints is 90 days.

- Any of the involved parties may appeal the decision to the Neotoma Leadership Council, providing in writing a rationale for their appeal within 60 days of notification.

Contact information (updated Fall 2018)

Neotoma Executive Committee

You may contact all members of the EC using the following email. This email is only seen by the EC members: neotoma-contact@googlegroups.com

Alternatively, you may contact one of the EC members individually. Current EC members are listed here: <https://www.neotomadb.org/people>.

Neotoma Ombuds¹

Don Charles, Academy of Natural Sciences of Drexel University, dfc63@drexel.edu

¹The Ombuds is charged with receiving, investigating, reporting on, and helping settle code of conduct complaints.