



## Reporting Unacceptable Behavior

- Notification should be done by emailing your concern to: [conduct@arcticnet.ulaval.ca](mailto:conduct@arcticnet.ulaval.ca). Every effort will be made to ensure a response the same day or within 8 hours
- If you are the subject of unacceptable behavior or have witnessed any such behavior and require immediate assistance, please notify an ArcticNet staff member on site
- Anyone experiencing or witnessing behavior that constitutes an immediate or serious threat to public safety is advised to contact 911 and locate a house phone and ask for Security

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## More Detail - Code of Conduct Violations

### Who can report a problem?

*Anyone who was directly affected by or witnessed a Code of Conduct violation at an ArcticNet Meeting or Conference can report a problem, and is encouraged to do so.*

### What sort of problem can I report?

*Any behavior or pattern of behavior that violates our Code of Conduct. If you feel someone's behavior is dangerous or harmful to you or others, if someone's behavior makes you feel unsafe or very uncomfortable, or if someone is actively making it difficult for you or others to enjoy or fully participate in the conference, we strongly encourage you to communicate with an ArcticNet staff member or ArcticNet volunteer in a leadership position.*

### Who can I make a report about?

*Anyone whose behavior causes you concern. We will give all reports equal consideration. Our handling of reports will not be influenced by factors such as the social status or conference role of anyone involved in the situation.*

### When can I report a problem?

*At any point however it is requested that reporting be timely - as soon as possible during or after an incident. Reports will be taken seriously and handled appropriately regardless of when they are made. For reports after the Meeting or Conference, please contact [conduct@arcticnet.ulaval.ca](mailto:conduct@arcticnet.ulaval.ca).*

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## Best Practices

### Be friendly and patient.

**Be welcoming.** *We strive to be a Network that welcomes and supports people from a variety of backgrounds and cultures.*

**Be considerate.** *Your work will be used by other people, and you in turn will depend on the work of others. Your actions and decisions may affect colleagues, collaborators and partners and you should take those consequences into account.*

**Be respectful.** *Not all of us will agree all the time, but members of the ArcticNet Network should be respectful when dealing with other members as well as with people outside of ArcticNet.*

**Be careful with the words that you choose.** *We are a community of professionals and we should conduct ourselves professionally. Remember that ArcticNet is a diverse Network and you might not be communicating in someone else's primary language.*

**When we disagree, try to understand why.** *Disagreements, both technical and social do happen and Arctic science is no exception. It is important that we resolve disagreements and differing views constructively. A strength of ArcticNet comes in its varied membership - people with diverse expertise, skills and from a wide range of backgrounds and perspectives.*

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*This Code Of Conduct is modeled on the American Geophysical Union Meeting Code of Conduct, the Design and Content Conference Code of Conduct and the Speak Up! Community Code Of Content*