

Code of Conduct SLTBR 2023

The following outlines the Code of Conduct policy in place for SLTBR. Individuals who witness or experience inappropriate conduct at any official SLTBR event should report such conduct immediately to any member of the *SLTBR Board of Directors*

1. Introduction

The Society for Light Treatment and Biological Rhythms (SLTBR) is dedicated to providing a safe and productive experience for all participants and attendees at all official SLTBR events regardless of sex, race, colour, national origin, religion, age, physical or mental disability, perceived disability, ancestry, marital status, sexual orientation, or any other basis protected by federal or pertinent state laws. SLTBR does not tolerate discrimination or any form of prohibited harassment and is committed to enforcing this Code of Conduct (the “Code”) at its Annual Meeting or at any other SLTBR event. As a professional society, SLTBR is committed to providing an atmosphere that encourages the free expression and exchange of scientific and educational ideas. Furthermore, SLTBR upholds the philosophy of equal opportunity for, and treatment of, all meeting participants and staff in any venue.

2. Scope of Code

SLTBR requires compliance with the Code by all meeting participants, staff, guests, and vendors at all official SLTBR events, including the annual meeting, committee meetings, or other activities that are expressly sponsored or promoted by SLTBR, whether held in public or private facilities. This policy is an expression of SLTBR’s values and commitment to a safe and productive experience for all participants and attendees at its official events. This policy is not an acknowledgement, admission, or description of SLTBR’s legal obligations with respect to any of the subject matters addressed herein, nor does it create any such legal obligations.

3. Harassment Defined

Prohibited harassment includes verbal, physical, and visual conduct that creates an intimidating, offensive, or hostile environment. Harassing conduct can take many forms and includes, but is not limited to, the following: slurs, epithets, derogatory comments, insults, degrading or obscene words, jokes, demeaning statements, offensive gestures, or displaying derogatory or demeaning pictures, drawings, or cartoons based upon an individual’s sex, race, colour, national origin, religion, age, physical or mental disability, perceived disability, ancestry, marital status, sexual orientation, or any other basis protected by federal or pertinent state laws or local ordinances.

Sexually harassing conduct in particular includes all of these prohibited actions, as well as other unwelcome conduct that is sexual in nature, such as deliberate or persistent unwanted sexual advances; lewd propositions or innuendos; leering; making sexual gestures; making sexually suggestive or graphic comments or engaging in inappropriate sexually-oriented conversation; displaying sexually suggestive objects, graphics, pictures, or posters, whether physically or over the Internet; making or using derogatory

comments, epithets, slurs or jokes; the sexual touching or display of one's own body; or unwanted physical touching or assault, as well as impeding or blocking movements.

Sexually harassing conduct can be by a person of either the same or opposite sex. It is a violation of this policy for males to sexually harass females or other males, and for females to sexually harass males or other females. Conduct that begins as consensual in nature may become harassment if one party withdraws his or her consent. Sexual or other harassment prohibited by this policy is unacceptable and will not be tolerated.

The above list of prohibited behaviours is not a complete rendering of what may be deemed sexual or other harassment prohibited by this policy. It is impossible to define every action or word that could be interpreted as harassment. However, SLTBR has a "zero tolerance" policy toward discrimination and all forms of harassment. SLTBR reserves the right to discipline meeting participants who engage in any inappropriate conduct, even if it is not specifically referred to or defined in this Code or is not legally actionable as sexual or any other form of harassment.

4. Prohibited Conduct

Prohibited conduct at SLTBR meetings includes, but is not limited to:

1. harassment based on sex, race, colour, personal appearance, national origin, religion, age, physical disability, mental disability, perceived disability, ancestry, marital status, sexual orientation, or any other basis protected by federal or pertinent state laws;
2. demeaning comments or harassment about a person's professional status, qualifications, or affiliations;
3. sexual harassment, as defined in Section 3;
4. abusive conduct that has the purpose or effect of unreasonably interfering with another person's ability to benefit from and enjoy or participate in the meeting, including social events related to the meeting and sponsored by SLTBR;
5. undue or excessive interruption of any event, speaker, or session; and
6. violence or threats of violence.

5. Reporting an Incident

Individuals who witness or experience inappropriate conduct at any official SLTBR event should report such conduct immediately to any member of the SLTBR Board of Directors. Any individual reporting such conduct is not required or expected to discuss the concern with the alleged offender.

SLTBR cannot address claimed inappropriate conduct or harassment unless the claims are brought to the attention of SLTBR leadership. Meeting participants are encouraged to report any incidents of perceived violations of this policy as quickly as they can or otherwise feel safe doing.

6. Investigation

SLTBR will promptly and impartially investigate the facts and circumstances of any claim of inappropriate conduct or harassment under this policy. SLTBR will make every effort to keep the reporting individual's

concerns confidential and will not deliberately share personal information, other than as necessary to carry out the purpose of investigation. While complete confidentiality cannot be guaranteed, SLTBR will keep the investigation and its findings as confidential as possible under the circumstances.

SLTBR will attempt to investigate any complaint or report of a violation of this policy in a prompt and timely manner. Upon completion of the investigation, SLTBR will take appropriate corrective measures against any person who has engaged in conduct prohibited by this policy, if SLTBR determines such measures are necessary. Such remedial action may include, but is not limited to, the items listed below in Section 7.

7. Disciplinary Action

If SLTBR determines that an individual has engaged in prohibited conduct, SLTBR shall determine the appropriate action to be taken, which may include, but is not limited to:

- private reprimand;
- removal from the Meeting without warning or refund;
- implementation of conditions upon attendance at future SLTBR Meetings;
- restriction from attendance at future SLTBR Meetings; or
- expulsion from the SLTBR.

SLTBR may, but is not required to, report any incident to proper authorities, including but not limited to law enforcement. SLTBR will do so if, in its sole discretion, such reporting is advisable or necessary. If SLTBR determines that an individual has engaged in prohibited conduct at an SLTBR meeting, and such individual is an SLTBR member, SLTBR may take disciplinary measures by removing such individual from SRR membership. Nothing in this policy shall restrict or discourage any individual who experiences or is the target of conduct prohibited by this policy from reporting such conduct to the authorities, to the extent he or she deems such a report advisable or necessary.

8. Retaliation Is Not Tolerated

Retaliation for complaints of inappropriate conduct or harassment are also considered harassment and will not be tolerated. Retaliatory behaviour in connection with SLTBR meetings will be investigated in a similar manner to initial complaints.

I HAVE READ THIS CODE OF CONDUCT, FULLY UNDERSTAND AND AGREE WITH ITS TERMS, AND SIGN IT FREELY AND VOLUNTARILY