

# SPECTROSCOPY SOCIETY OF PITTSBURGH AND SOCIETY FOR ANALYTICAL CHEMISTS OF PITTSBURGH

## “Code of Conduct”

The Spectroscopy Society of Pittsburgh (SSP) and Society of Analytical Chemists of Pittsburgh (SACP) has established a Code of Conduct with Zero-Tolerance Policy to ensure there is professional and ethical behavior associated with all society activities. Volunteers, Employees, Vendors, and Meeting Attendees should always acknowledge conflicts of interest and conduct themselves in a professional manner.

### *Employees, Vendors, Contractors, and Volunteers*

Any type of harassment of volunteers or employees is prohibited conduct and is not tolerated. The SSP and SACP has a Zero-Tolerance Policy for unlawful conduct at all locations where society business is being conducted. The SSP and SSP Zero-Tolerance Policy outlines how to report an incident.

### *Meeting or Event Attendees*

Any type of harassment of any SSP or SACP meeting or event attendees or volunteers is prohibited and is not tolerated. The societies have a Zero-Tolerance Policy for any type of harassing conduct by any meeting or event attendee at any society function. The societies have defined prohibited behaviors in our Zero-Tolerance Policy. This Zero-Tolerance Policy also outlines how to report a complaint.

## “Zero-Tolerance Policy”

### *Anti-Harassment*

It is the policy of the SSP and SACP that any type of harassment of staff, volunteers, vendors, contractors, meeting or event attendees or others by anyone in connection with the societies or otherwise, including but not limited to dinners, receptions, social gatherings, and meetings held in conjunction with the societies, is prohibited and is not tolerated. The SACP and SSP has zero tolerance for harassing conduct at all locations where SSP and SACP delegates and staff are conducting SSP and SACP business. This zero-tolerance policy applies to all society events.

### *Definition*

Harassment consists of unwelcome conduct whether verbal, electronic, physical or visual that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, marital status, citizenship or other protected group status, and that: (1) has the purpose or effect of creating an intimidating, hostile or offensive environment; (2) has the purpose or effect of unreasonably interfering with an individual's participation in any society functions; or (3) otherwise adversely affects an individual's participation in such functions, in the case of Pittcon or society employees, such individual's employment opportunities or tangible job benefits.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written, electronic, or graphic material that

denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere or anywhere any society meeting is held.

### ***Sexual Harassment***

Sexual harassment constitutes discrimination, is unlawful and is absolutely prohibited. For the purposes of this policy, sexual harassment includes:

- making unwelcome sexual advances or requests for sexual favors or other verbal, physical, or visual conduct of a sexual nature
- creating an intimidating, hostile or offensive environment or otherwise unreasonably interfering with an individual's participation in meetings.

Sexual harassment may include such conduct as explicit sexual propositions, sexual innuendo, suggestive comments or gestures, descriptive comments about an individual's physical appearance, electronic stalking or lewd messages, displays of foul or obscene printed or visual material, and any unwelcome physical contact.

Retaliation against anyone who has reported harassment, submits a complaint, reports an incident witnessed, or participates in any way in the investigation of a harassment claim is forbidden. Each complaint of harassment or retaliation will be promptly and thoroughly investigated. To the fullest extent possible, the SSP and SACP will keep complaints and the terms of their resolution confidential.

### ***Reporting a Complaint***

Any persons who believe they have experienced or witnessed conduct in violation of the SSP and SACP's Zero-Tolerance Policy during any society meeting or associated function should notify the Pittcon Ethics Committee at [ethics@pittcon.org](mailto:ethics@pittcon.org). The Pittcon Ethics Committee will promptly forward to the respective Executive Council or Committee.

### ***Investigations***

Investigations of harassment complaints will be conducted by the current society Executive Council and Committee. Each complaint of harassment or retaliation shall be promptly and thoroughly investigated. Generally, the current society Executive Council and Committee will (a) use reasonable efforts to minimize contact between the accuser and the accused during the pendency of an investigation and (b) provide the accused an opportunity to respond to allegations. Based on its investigation, the current society Executive Council and Committee will decide as to whether a violation of Zero-Tolerance Policy has occurred.

### ***Disciplinary Action***

If the current society Executive Council and Committee determines that a violation of the Zero-Tolerance Policy has occurred, corrective action will be taken that may include but is not limited to expulsion from the relevant society meetings or functions, and termination of vendor contract.

### ***Confidentiality***

To the fullest extent possible, all delegates will keep complaints, investigations and resolutions confidential.