

Starting Somewhere:

First Steps to Creating Basic Inclusive Conduct Expectations

Foundations for Inclusive Communities:

- * Diverse & Committed Leaders Making Explicit Gender/Race Inclusion Aims
- * Diverse, Respectful, Civil Environment, with Diversity & Inclusion Integral to Excellence
- * Transparency & Accountability in Policy, Action & Reporting-out to Demonstrate Seriousness
- * Preventative & Response Authority & Action



Adequate Practice & Policy to Advance Aims Require:

- * Well Understood Inclusive Aims & Conduct Expectations (include examples)
- * Options for Raising Concerns (sensitive to targets)
- * Resolution Authority, Process & Remedies That Advance Inclusive Aims & Are Responsive to Harms Caused (to individuals, Society, field) & Ethical to All

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STEP 1

STEP 1: Determine and Document the Society's Values-Based, Inclusive and Other Conduct Aims

- Society leaders explore, embrace, document, communicate inclusive aims
- A full policy is not needed as a first step
- Include a diversity of key stakeholders in developing inclusive norms for ownership, impact
- Give relatable examples of expected, inclusive conduct (do's) vs. harmful conduct (don'ts)
- Avoid undefined terms, general pronouncements—which alone don't advance broad understanding of desirable conduct, so can't prevent (or form a basis for meaningful response to) harmful conduct.

STEP 2

STEP 2: Socialize Inclusive Norms and Conduct Expectations

- Elevate awareness of the Society's activity norms and conduct expectations for a welcoming, inclusive, diverse community
- Broadly communicate, e.g., via activity allies program, activity participant norms, leader orientation

Consortium Resources – Steps 1 & 2

THESE RESOURCES ARE LISTED IN PROGRESSIVE ORDER—SUPPORTING FIRST AND SUCCESSIVE ACTIONS:

Do's & Don'ts (examples): On posters; posted in a website or chat; in newsletters. E.g.: [Roadmap to Success | Meetings Dos and Don'ts – Societies Consortium on Sexual Harassment in STEMM](#)

Participant Instructions: Inclusive conduct norms for facilitator/presenter orientation; announced at meetings and activities to reinforce conduct expectations, e.g., [in-person meetings](#) and [virtual meetings](#); **Allies Program** to socializes norms, e.g., <https://societiesconsortium.com/compendium-of-existing-resources/> (see Training/Advocate and Ally Training)

Participation Guides: Inclusive conduct norms and expectations provided to all participants in advance of and at activities. E.g.: [Model Policies | Virtual Meetings – Participants' Guide – Societies Consortium on Sexual Harassment in STEMM](#)

Opinion vs Offense: Orient moderators, post or include in participant guides; encourage open dialog and enable respectful differences of opinion with awareness of impact on others, as distinct from harmful conduct. E.g.: [5 11 20-Note-on-Difference-of-Opinion-Offense \(3\).pdf](#)



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STEP 3

STEP 3: Create and Communicate Ways To Raise Concerns

- Make reporting broadly known, accessible, sensitive to the needs of those raising concerns
- Ideally, include an anonymous reporting option
- Require confidentiality—with exceptions if needed to investigate/respond effectively, for safety, or to satisfy law
- Report-out to members (1st how to raise concerns—then, when ready, number/types of concerns received, how resolved)

Consortium Resources – Step 3

THESE RESOURCES ARE LISTED IN PROGRESSIVE ORDER—SUPPORTING FIRST AND NEXT ACTIONS:

Participant Guides: Inclusive participation norms and expectations; how to raise a conduct concern and confidentiality. E.g.: [Model Policies | Meetings – Participants’ Guide – Societies Consortium on Sexual Harassment in STEMM](#)

Limited Reporting Template: On how to raise concerns ([here](#)); when ready, collect/report-out aggregate data on types of concerns raised, how resolved in Full Reporting Template to demonstrate seriousness of inclusive aims and conduct expectations

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STEP 4

STEP 4: Create an Informal Resolution Process, With Inclusive Community-Building Aims and Practices

- Assign a position to fact-find, lead an informal resolution
- Provide support for those most affected
- Provide a way the accused can respond (in writing or discussion)
- Aim to elevate understanding of harm and cause, prevent recurrence

Consortium Resources – Step 4

THESE RESOURCES ARE LISTED IN PROGRESSIVE ORDER—SUPPORTING FIRST AND NEXT ACTIONS:

Informal Resolution Process: Brief guide to overview, criteria and steps ([here](#))

Short-form Policies: Consortium model short-forms outline basic fact-finding and informal resolution terms. E.g.: [Model Policies | Meetings – Short Form – Societies Consortium on Sexual Harassment in STEMM](#)

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STEP 5

STEP 5: Obtain Society Board Authorization for Basic Response Actions When Needed for Safety, Non-disruption

- Authorize positions that can require a participant to leave a meeting or to impose a temporary suspension
- Authorize position or group that can review, decide an appeal

Consortium Resources – Step 5

Informal Resolution Process: Brief guide to overview, criteria and steps ([here](#))

Pyramid Tool—For First Steps Click on Bottom of the Pyramid: For a list of potential responsive actions and consequences aligned with type of process and inclusive aims:

<https://societiesconsortium.com/remedy-choice-parts-a-b-c-and-d/>



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For additional information or questions, please
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Thank you!

This presentation provides general
guidance. It is not legal advice.



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