

## **Peace Science Society (International) Code of Conduct**

The Peace Science Society (International) is committed to fostering a community that promotes mutual respect, diversity of experiences and ideas, and a welcome environment for a shared and open process of scientific inquiry. We prioritize inclusivity of participation and membership regardless of an individual's age, sex, gender identity, gender expression, sexual orientation, race, ethnicity, religion, physical appearance and ability, mental health, nationality and national origin, marital status, parental status, work experience, geographic location, or socioeconomic background. Intimidation, harassment, or hostile behavior is strictly prohibited at Society-sponsored events. This includes, but is not limited to intimidating, bullying, abusive, derogatory, or demeaning speech or actions; persistent and unwelcome advances of emotional/physical intimacy or abuse; and implicit or explicit threats of professional and/or physical harm if advances are rebuffed.

To file a formal complaint under this code of conduct, please contact the Executive Director, the president, or a member of the Council, who are listed here:

<http://sites.psu.edu/pssi/organization/>

### **Procedures**

Official complaints under the Peace Science Society (International) Code of Conduct must be made in writing by the complainant to the President, the Executive Director, or a member of the Council. The official complaint must be filed within one (1) calendar year of the behavior that violates the code of conduct. The official complaint must include:

- the name of respondent,
- a description of the behavior violating the code of conduct, including dates, times, and locations if possible, and
- any witnesses to the event or available and relevant evidence.

The recipient of a complaint shares the complaint with the Executive Director unless the Executive Director has a conflict of interest, in which case the President serves in this role. If the Executive Director or the President is the respondent, complainant, or has a conflict of interest with either party, s/he will be excused from participating in the resolution of the complaint. In this event, the incoming President or immediate past President of the Society will replace the excused.

The Executive Director (President) shares a copy of the documented complaint with the respondent. Complaints cannot be filed anonymously; the identity of the complainant and the content of the complaint will be shared with the respondent.

A complaint will be forwarded to the Conduct Committee. In the event that a respondent or complainant has been involved in a past complaint, the Executive Director will make this known to the Code of Conduct Committee.

The Chair of the Conduct Committee is a standing position within the Society and is elected for a five-year term. The President and Executive Director will nominate at least two possible candidates to fill this

position. Any candidate should have significant professional security as well as comfort and experience with administrative duties and sensitive issues. The Council is responsible for electing the Chair of the Conduct Committee.

Should the Chair of the Conduct Committee be the complainant, respondent or otherwise have a conflict of interest in a specific complaint, the Chair will be replaced by an ad hoc Chair designated by the Executive Director, after consultation with the President.

In the event of the filing of a complaint, the membership of the Conduct Committee will be completed by the inclusion of four additional members, each of whom will occupy a tenured position (or a position in a non-tenure based system with similar professional security) and will not have a conflict of interest. The committee members must be current members of the Society and should – if possible – be councilors, past Presidents, or past councilors of the Society. The members of the Conduct Committee will be selected in consultation between the Chair of the Conduct Committee, the Executive Director and the President, unless any of those three is excused from involvement in the matter. The members of the committee will be made known to the complainant and respondent.

The Conduct Committee may, as needed, consider multiple and independent complaints.

The Conduct Committee will investigate the complaint, ask for evidence and/or witnesses if relevant and available from complainant and respondent, and either dismiss the complaint or determine a remedy, including the imposition of a specified sanction, if deemed appropriate.

Results of the Conduct Committee process will be communicated in writing to the Executive Director, the complainant and the respondent.

Either the complainant or the respondent has the right to appeal the proceedings or the decision of the Conduct Committee in writing to a member of the Conduct Committee or the Executive Director within 60 days of the communication. The appeal will be passed to the appeals committee. Appeals can be made only on the grounds of (a) procedural irregularity and/or (b) a claim that the decision, the remedy, or the sanction is manifestly unreasonable.

If an appeal is filed, the appeals committee will be established. The three-person appeals committee must include members with the same qualifications as the members of the Conduct Committee. No member of the appeals committee can have served on the Conduct Committee that considered the complaint under review. The members of the appeals committee will be appointed by the Executive Director in consultation with the President. One of the three members of the appeals committee will be appointed chair of the appeals committee by its members. The members of the appeals committee will be made known to the complainant and respondent. If the complainant or the respondent submits a written objection to the appointment of any of the three members within ten (10) days of notification, that objection will be considered by the council and – if determined to be valid and reasonable – a replacement member(s) of the appeals committee will be selected by the council.

The appeals committee will consider the evidence collected by the Conduct Committee and any additional evidence needed. The appeals committee can do one of the following: (a) dismiss the appeal, in which case the original decision and associated remedies and/or sanctions stand; (b) affirm the decision but revise the remedy or sanction; (c) send the matter back to the Conduct Committee for further consideration; (d) reverse the decision of the Conduct Committee. In the latter case, the appeals committee may make a recommendation for remedy, including the imposition of a specified sanction if deemed appropriate. Results of the appeal will be communicated in writing to the complainant and respondent.

Either the complainant or respondent may appeal the appeals committee decision within sixty (60) days of the communication from the appeals committee, but only on grounds of procedural irregularity. The council will consider such procedural appeals and make a final recommendation to the Executive Director. There is no further consideration after this step.

The Executive Director is charged with preserving records of complaints filed and decisions of the Code of Conduct committee and Code of Conduct Appeals Committee. The Executive Director is responsible for imposing whatever sanction has been recommended by the Code of Conduct Committee or by the appeals committee, as appropriate.

Any retaliatory action, intimidation of complainants or witnesses, or refusal to cooperate with reasonable requests of the Code of Conduct Committee or Code of Conduct Appeals Committee are themselves violations of the Peace Science Society Code of Conduct.

**Throughout these proceedings, the Peace Science Society (International) will make every effort to maintain confidentiality.**