



Code of Conduct - Events

AILU is committed to providing an environment that is conducive to the free exchange of views relating to the technological development and use of lasers in industry and the academic/research community. This requires that all participants are treated with equal consideration and respect. While AILU encourages open debate of ideas, personal attacks create an environment in which people feel threatened or intimidated. This is not productive and does not advance the cause of science. All participants in AILU and AILU-managed events and activities are therefore expected to conduct themselves professionally and respectfully.

It is the policy of AILU that all forms of bullying, discrimination and harassment, sexual or otherwise, are prohibited in any AILU or AILU-managed events or activities. This policy applies to every individual at the event. It is also a violation of this policy to retaliate against an individual for reporting bullying, discrimination or harassment or to intentionally file a false report of bullying, discrimination or harassment.

Bullying, discrimination and harassment of any sort by someone in a position of power, prestige or authority is particularly harmful since those of lower status or rank may be hesitant to express their objections or discomfort out of fear of retaliation.

AILU may take any disciplinary action it deems appropriate if, after thorough investigation, it finds a violation occurred.

What are bullying, discrimination, harassment and retaliation?

For purposes of this policy, "Bullying," "Discrimination," "Harassment" (including "Sexual Harassment") and "Retaliation" are defined as follows.

Bullying is the ongoing abuse and intentional mistreatment of one or more vulnerable persons or groups by a more powerful individual or group. Bullying consists of repeated verbal (name-calling, verbal attacks), physical (use of physical force or aggression) and/or social behaviour (ostracism, exclusion, spreading rumours) that causes physical or psychological harm. Being "more powerful" may include being physically bigger or stronger, having more social status or having influence over someone's employment or professional advancement.

Discrimination is the unjust or prejudicial treatment of categories of people based on personal attributes such as race, sex, age, colour, sexual orientation, body size, ethnic or national origin, disability, religion, marital status, political affiliation or other attributes not related to the merit of one's work or scientific research or ideas.

Harassment consists of unwanted, unwelcomed and uninvited behaviour that demeans, threatens or offends another and results in a hostile environment. Harassing behaviour includes, but is not limited to, the use of epithets, derogatory comments or slurs, assault, stalking,

impeding or blocking movement, threats of violence, offensive touching, any physical interference with normal work or movement and visual insults, such as derogatory images, posters or cartoons. Harassment is often (but not always) based upon personal attributes such as race, sex, age, gender, colour, sexual orientation, body size, ethnic or national origin and disability.

Sexual harassment consists of harassing behaviour based upon sex, gender or sexual orientation. Sexual harassment includes unwelcome sexual advances, requests for sexual favours (often accompanied by overt or implied promises or threats relating to employment, professional advancement or recognition), lewd comments or images, or other verbal, visual or physical conduct of a sexual nature where such conduct creates an unreasonable, intimidating, hostile or sexually offensive environment and may interfere with the target's professional performance.

Retaliation consists of negative action or treatment towards someone who has reported bullying, discrimination or harassment based upon such report. Retaliation may include terminating or demoting a reporting employee, excluding a reporting individual from work or professional activities, injuring a reporting individual's professional or personal reputation or unjustly demeaning a reporting individual's work. Retaliation can be used as a method of bullying or harassment, but more importantly retaliation creates an environment that discourages victims and bystanders from reporting offensive behaviour.

What should I do if I experience or witness bullying, discrimination or harassment?

Individuals may be unaware that their conduct is offensive and are often willing to correct their behaviour if so informed. If you experience or witness bullying, discrimination or harassment and feel empowered to do so, you are encouraged to immediately inform the individual that their comments or behaviour are unwelcome.

However, AILU understands that direct confrontation is not possible or advisable in every situation. Please note that you are **not** required to directly address or confront a person engaged in offensive behaviour. If you do not feel comfortable addressing the violator, or if the violator continues the behaviour after being advised that their conduct is unwelcome, you should report the incident.

How do I report an incident?

If you wish to report bullying, discrimination or harassment you have witnessed or experienced, you may do so through the following methods:

- **contact any AILU staff member (if onsite at an event or meeting)**
- **email info@ailu.org.uk**

You are also encouraged to write down as many relevant details as you can recall (e.g. names, dates, times, locations, behaviour or statements made, etc.), which can be helpful in assisting any future investigation of the incident.

To ensure a fair and complete investigation, AILU cannot accept anonymous reports of bullying, discrimination or harassment. However, AILU is very sensitive to the potential ramifications of making a report and will maintain your confidentiality except where doing so would compromise another person's rights or AILU's ability to conduct a thorough investigation. In such cases, AILU will limit disclosure only to that information necessary to ensure proper investigation and compliance with procedures.

No retaliation will be taken or tolerated against anyone who makes a good faith report of bullying, discrimination or harassment to AILU.

What happens if I report an incident?

Upon receiving a report of misconduct, AILU will conduct a prompt, thorough investigation, which will include speaking with all parties with knowledge of the incident, including the reporting individual, the alleged victim (if different from the reporting individual), any known witnesses and the alleged offender.

AILU's Officers (President, Vice-President(s), Executive Director) will lead the investigation, working in conjunction with the AILU Steering Committee as needed, unless any of these individuals are the subject of the investigation, or otherwise subject to a conflict of interest. AILU may seek other legal or professional counsel as needed. AILU may consult with the alleged victim and/or the reporting individual prior to taking any action.

If AILU finds that a violation of this policy has occurred, AILU may take any disciplinary action it deems appropriate, which may include suspension or ejection from an AILU activity or event without refund or recompense. Serious or repeated offenses may result in more significant consequences such as being banned from participation in future AILU events, contacting the violator's employer, termination of AILU membership, filing a report with law enforcement, etc., if applicable.

For any question about this Code of Conduct please contact AILU at info@ailu.org.uk.