

CODE OF CONDUCT POLICY

INTENT

This policy ensures that LAA provides a positive and harassment-free experience for all members of the association during events and meetings.

The Library Association of Alberta is committed to diversity, equity, and the free expression of ideas. These values are articulated in the [LAA Vision Statement](#) and consistent with the intent of this Code of Conduct policy.

POLICY

The Board Shall:

1. Upon receipt of a complaint, strike an ad-hoc code of conduct committee to investigate the complaint as per procedure.
2. Deliver sanctions as per procedure.

PROCEDURES

1. Harassment includes, but is not limited to, offensive verbal comments or non-verbal expressions related to gender, gender identity, gender expression, sexual orientation, disability, physical appearance, race, heritage, age, marital status, family status, and religion.
2. Types of behaviour that may constitute harassment includes (but is not limited to)
 - 2.1. Racial or ethnic slurs
 - 2.2. Written or verbal abuse
 - 2.3. Threats or reprisals, or implied threats or reprisals
 - 2.4. Unwelcome sexual remarks, invitations or requests for sexual favors
 - 2.5. Abuse of authority
 - 2.6. Bullying
 - 2.7. Unwelcome remarks, jokes, taunts, suggestions about a person's body, attire, age, marital status, etc
 - 2.8. Displays of pornographic, sexist, racist or other offensive or derogatory material (including graffiti or pictures)
 - 2.9. Practical jokes or humour that results in embarrassment, humiliation or insult
 - 2.10. Leering (suggestive staring) or other offensive gestures
 - 2.11. Physical or sexual assault (criminal offense)
3. Lack of intent on the part of the harasser is not a defense. Impact of the behaviour on the recipient is of primary importance.
4. Upon receipt of a complaint, The LAA Board of Directors will strike an ad-hoc Code of Conduct Committee consisting of no less than three Board members.

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5. The LAA Code of Conduct Committee will review the complaint and take action accordingly. The alleged violator will be contacted and the Committee Chair will:
 - 5.1. Relay the details of the complaint, without identifying the complainant.
 - 5.2. Provide a link or a copy of the LAA Code of Conduct, and identify the behavior that prompted the complaint.
 - 5.3. Record the alleged violator's response to the complaint.

6. Sanctions may include:
 - 6.1. Warning with notice of further sanctions if the behavior continues.
 - 6.2. Removal from participation from LAA sponsored events.
 - 6.3. Termination of the violator's membership in the LAA and possible permanent termination of membership for the violator's lifetime.

7. LAA recognizes that its commitment to intellectual freedom brings a responsibility to provide space to raise and discuss contentious issues. LAA welcomes discussion and/or imagery related to controversial topics provided they are situated critically and respectfully.

RESPONSIBILITY AND ACCOUNTABILITY

This policy will be reviewed by the Association Governance Committee every two years.

REVIEW HISTORY

August 2021
May 2022