



# ARSC Procedure for Responding to Conduct Incidents

Participants at the ARSC Annual Conference or any other ARSC-hosted discussion or event (held online or in person, including ARSC's listserv, forum, and social media pages) who experience or witness behavior not in compliance with the ARSC Policy on Conduct may contact a member of the ARSC Board or the ARSC Executive Director.

## 1. Incident Assessment Team

1.1. Ahead of any ARSC-sponsored event, or on an as-needed basis, the Executive Director plus two members of the Board of Directors appointed by the President, will be designated as a three-person Incident Assessment Team (hereafter, Team).

1.2. The Team will be responsible for evaluating each formal complaint, recommending a response, and may follow up as needed with individuals after any Board action is implemented. If a member of the pre-appointed Team is the alleged offender or reporting individual, the ARSC President shall appoint a different Board member to serve in their place. In the event that the President is the alleged offender or reporting individual, then the remaining Board members shall take over any duties of the President specified within this procedure, with decisions made by majority vote.

## 2. Procedure

2.1. The first goal of a responding Board member shall be de-escalation, if possible. This involves listening privately to the reporting individual calmly and sincerely, and, if appropriate, to the alleged offender.

2.2. If de-escalation does not appear to be practicable, or if the reporting individual wishes to proceed with a formal complaint, then a summary of the incident must be put in writing, either by the reporting individual or by the Team.

2.3. Before any meeting of the Team, the ARSC President will inform the alleged offender that there is a complaint against them and will invite that person to give their account of the incident which will be shared with the Team. At this point, the ARSC President shall notify the reporting individual that the

alleged offender has been informed about the complaint and that the Team will confer to discuss the incident.

2.4. The Team should confer as soon as possible after a report to discuss:

2.4.a. Details of the incident, including whether additional information is needed. If the Team feels more information is needed to conduct a thorough review of the incident, the Executive Director may approach the individual(s) to gather additional needed information for the incident assessment;

2.4.b. Whether the incident warrants action by the President or, for more serious incidents, by the ARSC Board; and

2.4.c. If appropriate, a course of action to recommend to the President (and other Board members if applicable). Any recommendations by the Team must be unanimous among the three members.

2.5. In determining a course of action, the Team's top consideration will be the safety of ARSC participants from harassment and intimidation. Any sanctions will be considered in light of whether they provide the safety needed.

2.6. If the Team determines the incident does not warrant action from the ARSC President or Board, the President shall inform individuals involved of the outcome.

2.7. If the Team agrees that the reported behavior warrants action from the ARSC President or Board, in most cases the first recommendation to the ARSC President should be a warning (oral or written) to the offender to stop their behavior, with the understanding that any further reports will result in sanctions. If, however, the reported incident is for a threat or actual incident of physical harm or violence, the President, Team, and Board (where applicable) shall expedite the procedure to enact sanction(s) proportional to the severity of the incident.

2.8. Following the decision on any applicable sanctions, the Executive Director will inform the offender of the action being taken.

### 3. Expected Response

3.1. Offending individuals who are asked to stop harassing or intimidating behaviors are expected to comply immediately.

3.2. If the offender continues the offending behavior, an additional assessment shall be completed by the Team, and the Team may recommend to the President and/or Board one or more sanctions proportional to the severity of the offense. The President shall consider in good faith the assessment and any recommendation of the Team. These sanctions may include but are not limited to: separation of involved parties as a matter of protection from further incidents; event expulsion; removal from ARSC duties and responsibilities; a ban from ARSC events and communication channels; revocation of ARSC membership.

3.3. ARSC shall protect those who communicate concerns from any retaliation for such reporting. Any person who violates this prohibition against retaliation will be subject to appropriate disciplinary action.

## 4. Appeal

4.1. The offender may appeal any sanction to the full ARSC Board which may confirm, overturn, or modify a sanction by majority vote. Any appeal must be submitted within six months of the announcement of the sanction.

## 5. Recordkeeping

5.1. All reports and documentation created while following this procedure for a conduct incident shall be retained permanently by the ARSC Executive Director as a part of institutional and process history, for subsequent improvements and further review. These documents will remain confidential to the ARSC Board, or any applicable law enforcement agencies.

## 6. Document History

This document was developed using the Plan for Developing ARSC Guiding Documents.<sup>1</sup>

This document was compiled based on the Code of Conduct Procedural Policy Guidelines, Association of Moving Image Archivists, (<https://amianet.org/wp-content/uploads/AMIA-Code-of-Conduct-Procedural.pdf>), the Conference Anti-Harassment/Responding to Reports document, Fandom Geek Feminism Wiki, ([https://geekfeminism.wikia.org/wiki/Conference\\_anti-harassment/Responding\\_to\\_reports](https://geekfeminism.wikia.org/wiki/Conference_anti-harassment/Responding_to_reports)), as well as similar guiding documents by ARSC's sister organizations. Edits and revisions were made via multiple rounds of ARSC stakeholder input and feedback.

2023-09-01: Adoption of policy approved by vote of ARSC membership.

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<sup>1</sup> [https://www.arsc-audio.org/pdf/Plan\\_for\\_Developing\\_ARSC\\_Codes\\_Policies\\_Procedures.pdf](https://www.arsc-audio.org/pdf/Plan_for_Developing_ARSC_Codes_Policies_Procedures.pdf)