

## IASPM Misconduct Procedure

These procedures address what to do when a member alleges a breach in the IASPM Code of Conduct.

1. If an IASPM member believes that a breach of the organisation's Code of Conduct has occurred, they should email any member of the Executive Committee (EC) or their local branch committee with details of the complaint, with the subject heading "Code of Conduct Complaint".
  - a. The EC will undertake to run regular workshops on how to deal with disclosures that EC and branch committee members will be encouraged to attend to ensure any such emails are dealt with appropriately.
2. The member will acknowledge receipt of the complaint. The complaint will be forwarded to the full EC. In the case of an EC member being named in the complaint, this member will be excluded from communications within the executive on the matter until the complaint has been resolved. The EC will work to ensure that, as much as possible, the complainant does not have to recount what they experienced more often than necessary, and will prioritize care for the complainant.
3. The EC will review the complaint and take *one or more* of the following actions in order to respond to the submitter.
  - a. Investigate the complaint. In such an instance, the EC will observe procedural fairness in investigating the complaint and in deciding what course of action to take. Any member accused of breaching the code of conduct will be given an opportunity to be heard before any adverse finding or action.
  - b. Solicit advice from the IASPM Ethics Committee.
  - c. Solicit advice from an attorney and/or other specialists with relevant expertise.
4. The EC will maintain confidentiality to the extent reasonably possible, but may be required to contact certain individuals or disclose certain information in order to fully investigate a complaint.
5. The EC will determine the appropriate course of action, including but not limited to:
  - a. Dismissing the complaint
  - b. Issuing a formal warning to a member who has breached the Code of Conduct. The EC will retain records of any such warnings issued. If a member who has received a warning is the subject of a second complaint that is upheld, the EC may cancel their membership.
  - c. Cancelling membership of a member found to have breached the code of conduct.
  - d. Taking further action such as notifying a member's home institution or referring the matter to authorities if deemed necessary.
6. In the event that the organisation cannot effectively investigate the complaint, the executive member initially contacted will notify the submitter.

**Note:** This procedural statement is informational only, it is not a contract, and does not create any legally enforceable protections or obligations on the part of IASPM. It is not intended, nor should it be used, to support a cause of action, create a presumption of a breach of legal duty, or form a basis for civil liability. IASPM is a small organisation run by volunteers, and this may impact its ability to respond to complaints.

(adapted from SEM and AMS policies)