

ABQLA
L'Association des Bibliothécaires du Québec - Quebec Library Association
Code of Conduct

L'Association des Bibliothécaires du Québec - Quebec Library Association provides a network for its members' mutual support through education, advocacy, and communication, and aims to do so in an open, positive, welcoming, and safe environment. We expect participants to be respectful toward one another at all events, including conferences, talks, workshops, sessions or any community event online or in a face to face environment.

We do not tolerate harassment in any form. Harassment is understood as any behaviour that threatens another person or group, or produces an unsafe environment. It includes offensive verbal comments or non-verbal expressions related to gender, gender identity, gender expression, sexual orientation, disability, physical appearance, body size, race, age, religious beliefs, sexual or discriminatory images in public spaces (including online), deliberate intimidation, stalking, following, harassing photography or recording, sustained disruption of talks or other events, inappropriate physical contact, and unwelcome sexual attention.

If you feel this code of conduct has been breached, please report the incident to a designated code of conduct committee member.

Adapted from:

Code of Conduct Code4lib - CC0license: <http://bit.ly/coc4lib>

OLA – Ontario Library Association (with permission):

<http://www.olasuperconference.ca/about/code-of-conduct/>

ABQLA Code of Conduct Procedures

Compliance to the code of conduct of the ABQLA is expected from all participants. However, if the code of conduct is breached, below are the procedures which will be followed. If the act committed is a violent or criminal offense, the proper authorities will be called.

Code of Conduct Committee

Each ABQLA event requires a Code of Conduct Committee consisting of no less than two ABQLA representatives involved in the event. The committee must be established at the commencement of the event planning process, and holds the responsibility of applying the Code of Conduct as needed.

Concerns during a session or event

If, during any ABQLA event or conference session, an aspect of the Code of Conduct is breached, action will be taken by the Code of Conduct representatives to ensure that the behaviour be remedied. If the behaviour occurs from a speaker, depending on the severity of the breach, the presentation may or may not be allowed to continue.

Reporting Code of Conduct Violations

Any attendee may report the incident to an event Code of Conduct representative.

- The representative is responsible for taking an account of the incident via the Code of Conduct incident report form.
- The incident report will be analyzed by the event Code of Conduct representatives.
- The attendee who reported the incident will not be asked to resolve the incident with the person who was alleged to have violated the code of conduct or to communicate with them in any way.

Following Up on Code of Conduct Incident Reports

A Code of Conduct Committee representative will contact the alleged violator of the code of conduct as soon as possible.

- The reporter of the complaint will not be identified to the alleged violator.
- The specific aspect of the code of conduct which was breached will be identified to the alleged violator. Their response will be documented.
- The Code of Conduct Committee will then review the matter as soon as possible. If the committee agrees that the behaviour constituted a violation of the code of conduct, sanctions will be decided upon based on the severity of the incident.

Sanctions may include (but are not limited to):

- Warning
- Removal from participation in the event
- Banning from future events
- Banning from ABQLA membership

The Code of Conduct Committee's decision will be communicated to the individual who has allegedly violated the code of conduct. All communications made throughout this exchange are confidential. If the incident is brought to a public sphere, the ABQLA will stand by its Code of Conduct and procedures. The Association will not make public statements on details of infringement, but may report on a sanction applied without naming the parties involved.

Incident Reports

All records of the incident will be kept confidentially by the Executive Board of Directors of the ABQLA. Disposition of records to be determined.

ABQLA Code of Conduct Incident Report Template

Date: ____/____/____

Time reported: ____:____ AM/PM

Time when the incident occurred: ____:____ AM/PM

Event: _____

Name of ABQLA Code of Conduct representative submitting the report:

Name and contact details of person reporting the incident:

- Name _____
- Phone _____
- Email _____

Name and contact details of person violating the code of conduct:

- Name _____
- Phone _____
- Email _____
- Mailing Address _____

Reason for the complaint (Please describe the situation in as much detail as possible):

Witnesses (if any): _____.

Comment/Response from the person who has violated the Code of Conduct:

Actions taken to remedy the situation (if any):

ABQLA Code of Conduct representatives present at event: