



## CODES OF CONDUCT

### **General Expectations of ANZBMS Members and Employees:**

Members and employees are responsible for their own behaviour and are expected to conduct themselves in the following manner with regard to Society activities:

- behave honestly, with integrity and in a way that upholds the values and reputation of the Society
- act in a cooperative, responsive and helpful manner
- act with care and diligence
- ensure fairness in decision making
- treat everyone with respect and courtesy and without discrimination or harassment
- use ANZBMS property and money efficiently, carefully and honestly with due authorisation and without misappropriation
- comply with the ethical standards and legal requirements of their profession
- comply with all applicable laws, and Codes of Conduct of the ANZBMS
- comply in a timely manner with any lawful or reasonable direction given by a person with the authority to give the direction.

In the case of an alleged breach of the Code(s) of Conduct, the Society will apply the principles of procedural fairness when investigating a complaint. If an allegation is found to be proven, in serious cases members may have their membership and/or affiliation terminated.



## Code of conduct for ANZBMS Council and Committees

ANZBMS is committed to be productive and inclusive for all members and staff, regardless of age, ethnicity, race, gender identity or expression, sexual orientation, disabilities, religion, marital status, or any other reason unrelated to professional performance. We require all members of Council, all Committee members, and ANZBMS employees to abide by this Code of Conduct.

ANZBMS Council and committees are central to professional training and networking in our discipline. Consequently, they are an extension of the workplace environment. As such, all university, or institutional rules regarding appropriate behaviour apply in these contexts. The ANZBMS will not tolerate harassment of participants, or staff, in any form, nor will ANZBMS tolerate victimisation of complainants for reporting of misconduct.

Please follow these guidelines:

- All communication should be appropriate for a professional organisation including people of many different backgrounds.
- Sexist, racist, or exclusionary comments or jokes are not appropriate; this includes offensive comments or images related to gender, sexual orientation, disability, physical appearance, body size, race, or religion.
- Behaviour that is acceptable to one person may not be acceptable to another. Use discretion to ensure that words and actions communicate respect for others. This is especially important for those in positions of seniority, as those in more junior positions may be reluctant to express their objections or discomfort regarding unwelcome behaviour.
- Use ANZBMS property and money efficiently, carefully and honestly with due authorisation and without misappropriation
- Treat everyone with respect and courtesy and without discrimination or harassment. Harassment is repeated behaviour that is directed at an individual, or group, and is offensive, humiliating, intimidating or threatening. Harassment can include inappropriate physical contact, sexual attention or innuendo, deliberate intimidation, stalking, and photography or recording of an individual without consent. Sexual Harassment is unlawful under the *Sex Discrimination Act 1984* (Cth).
- Conflicts of interest, whether personal or professional, should be declared at the start of any meeting of the Council or Committees.

Participants in ANZBMS Council and our Committees who are asked to stop any inappropriate behaviour are expected to comply immediately.

Council or Committee members violating this code of conduct may be asked to resign from the Council or Committee(s).



## Code of conduct for ANZBMS Conferences<sup>1</sup>

ANZBMS is committed to be productive and inclusive for event participants and staff, regardless of age, ethnicity, race, gender identity or expression, sexual orientation, disabilities, religion, marital status, or any other reason unrelated to professional performance. We require all ANZBMS conference participants, employees, presenters, speakers, volunteers, and exhibitors to abide by this Code of Conduct.

ANZBMS Conferences and events are central to professional training and networking in our discipline. Consequently, they are an extension of the workplace environment. As such, all university, or institutional rules regarding appropriate behaviour apply in these contexts. The ANZBMS will not tolerate harassment of participants, or staff, in any form, nor will ANZBMS tolerate victimisation of complainants for reporting of misconduct.

Please follow these guidelines:

- All communication should be appropriate for a professional audience, including people of many different backgrounds.
- Communicate openly with respect for others, critiquing ideas rather than individuals and maintaining collegiality. This includes civility in discourse and mutual respect for differences in background, expertise, and points of views. Collegiality does not imply agreement on scientific, social, or personal issues.
- Respect the intellectual property of others: photographs, recordings, or other reproductions of material in talks, slides, posters, or artwork should not be disseminated, including through social media, without the permission of the author.
- Behaviour that is acceptable to one person may not be acceptable to another. Use discretion to ensure that words and actions communicate respect for others. This is especially important for those in positions of seniority, as those in more junior positions may be reluctant to express their objections or discomfort regarding unwelcome behaviour.
- Sexist, racist, or exclusionary comments or jokes are not appropriate; this includes offensive comments or images related to gender, sexual orientation, disability, physical appearance, body size, race or religion.
- Treat everyone with respect and courtesy and without discrimination or harassment. Harassment is repeated behaviour that is directed at an individual, or group, and is offensive, humiliating, intimidating or threatening. Harassment can include inappropriate physical contact, sexual attention or innuendo, deliberate intimidation, stalking, and photography or recording of an individual without consent. Sexual Harassment is unlawful under the *Sex Discrimination Act 1984* (Cth).
- Conflicts of interest, where they exist, should be declared at the start of any presentation.

When requested to cease inappropriate behaviour, participants in ANZBMS Conferences are expected to comply immediately. Conference attendees violating this code of conduct may be asked to leave the event at the sole discretion of the organisers (i.e. the Professional Conference Organisers, Program Organising Committee Chair, or Local Organising Committee Chair) without a refund of any charge.

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<sup>1</sup> This code of conduct is based on the "London Code of Conduct" designed for the conference "Accurate Astrophysics. Correct Cosmology", 2015, and on the American Association of Physical Anthropologists and the Society for Vertebrate Paleontology 2019 Codes of Conduct