



MetSoc Code of Conduct

Our Commitment

The Metallurgy and Materials Society (MetSoc) is committed to providing a safe, respectful and inclusive environment for all attendees of our conferences and events (in-person or online). We discourage any harassment and discrimination from others. All attendees and staff are to be treated with respect and consideration, valuing a diversity of views and opinions.

Unacceptable Behavior

- Discrimination, harassment or intimidation is unacceptable and will not be tolerated. MetSoc may take any action deemed necessary and appropriate if attendees engage in unacceptable behavior including removal from the conference platform without warning or refund.
- Recording or taking photographs of another individual's presentation without explicit permission is not prohibited.

MetSoc Events Code of Conduct

1. MetSoc prohibits and will not tolerate any form of inappropriate conduct at its events, whether held in person or virtually.
2. MetSoc will investigate all complaints of inappropriate conduct in an unbiased manner according to the process defined below.
3. All complaints will be treated seriously and confidentially.
4. Full investigation of any complaint will be completed within three months.
 - a. Depending on the circumstances, and at the discretion of the MetSoc Manager, the participant(s) identified as being in violation may be asked to immediately leave the event at which the incident occurred.
5. Facility security and local police may be contacted if violators pose an imminent threat to others or are disrupting the event.
6. MetSoc expressly forbids any retaliation against individuals for reporting harassment.

Procedure for lodging a complaint

- a. Criminal behavior should immediately be reported to the authorities. MetSoc reserves the right to impose additional or parallel sanctions on those imposed by the criminal system.
- b. Accusations of violations of the MetSoc Code of Conduct should be made directly to the MetSoc Manager. If this is not possible, the complaint should be made to a MetSoc Board Member or Conference/Event Organizer.
- c. The following information should be provided when reporting inappropriate conduct. MetSoc understands that this information may not always be available; however, limited information may restrict the investigation.
 - i. Name and contact information of participant who was harmed by the inappropriate conduct
 - ii. Name and contact information of any witnesses
 - iii. Identifying information (e.g. name, badge number, physical appearance) of the individual(s) accused of the inappropriate conduct
 - iv. A description of the specific action or behavior that violated the MetSoc Code of Conduct
 - v. The date and approximate time of the incident
 - vi. The location and circumstances surrounding the incident

Procedure for investigation

- a. Unless the MetSoc Manager is directly involved, all complaints and attendant information should flow to the MetSoc Manager, who will normally handle the complaint.
- b. If the conduct warrants immediate action, the MetSoc Manager can take such action as soon as the report is made, independent of any consultation with MetSoc board members or other volunteers.
- c. If the report of inappropriate conduct comes after the event where the inappropriate conduct occurred, or that it requires further investigation:
 - i. The MetSoc Manager (as chair) will convene a special meeting of a sub-committee of the MetSoc Executive (to include at least two of: the Immediate Past-President, President, 1st VP) within 48 hours. This meeting may also be convened by any member of the Executive who received a complaint of inappropriate conduct.
 - ii. Any report will be communicated immediately to the CIM CEO.
 - iii. The complaint will be investigated and managed by this sub-committee with the maximum amount of confidentiality.
 - iv. A finding and decision will be made within 3 months.
 - v. Any decisions on sanctions will be made initially by the sub-committee and secondarily approved by the entire MetSoc Executive.
 - vi. The MetSoc Manager and President will communicate the findings and any repercussions, within 48 hours of approval by the Executive, to those involved in the complaint.

By participating in MetSoc events, all attendees agree to abide by this Code of Conduct. MetSoc reserves the right to modify this Code of Conduct at any time, with changes taking effect immediately upon posting.