



:. ontario library association

## **OLA Code of Conduct Procedures**

The OLA Event Code of Conduct is at:

<http://bit.ly/T7WYus>

The OLA Event Code of Conduct is made available to all delegates, participants and presenters in advance of OLA events and compliance is expected.

### **Code of Conduct Committee**

Each OLA event requires a code of conduct committee consisting of no less than two OLA member volunteers involved in the event and an OLA staff person. The committee must be established at the commencement of the event planning process, and holds the following responsibilities:

- to review and understand the OLA code of conduct and procedures in advance of the event;
- to ensure that convenors at OLA events understand the code of conduct and these procedures;
- to act as designated points of contact for Code of Conduct complaints at the event;
- to act with discretion, tact, and fairness when recording and discussing reported violations, and when applying sanctions;
- to complete the process including decisions about communications and ensuring the report is filed.

### **Procedures**

The following procedures apply. *Note: if the activity is violent and/or of a criminal nature, law enforcement must be contacted.*

### **Concerns during a session or event**

Presentations or similar events should not be stopped for one-time gaffes or minor problems, although staff, conference organizers or the session convenor may choose to speak to the presenter afterward, or seek advice from the Code of Conduct Committee. In the event of repeated or serious violations during a session, staff, organizers or the convenor should take immediate action to politely and calmly stop the presentation or event.

### **Complaints from an event attendee about a potential violation**

The following procedures will normally be completed within 24 hours of the occurrence of the incident.

### Reporting the incident

1. Any attendee (*hereafter referred to as the complainant*) may report the incident to an event representative (event committee member, event convenor, or onsite OLA staff person etc.). If they are not the designated Code of Conduct representative for the event, the event representative will locate the representative to take an account of the incident.
2. The Code of Conduct representative will record the complainant's account of the incident using a code of conduct report template as a guideline.
3. The complainant will not be asked to resolve the incident with the person who was alleged to have violated the code of conduct (*hereafter referred to as the alleged violator*) or to communicate with them in any way.

### Contacting the alleged violator

1. A Code of Conduct committee member will contact the alleged violator as soon as possible.
2. Once the alleged violator has been contacted, the Code of Conduct committee member will:
  - a. Relay the details of the complaint, without identifying the complainant.
  - b. Provide or link to a copy of the code of conduct and procedure and identify the behaviour that prompted the complaint.
  - c. Record the alleged violator's response to the complaint.

### Meeting of the Code of Conduct Committee

The Code of Conduct committee will review the matter as soon as possible. If the committee agrees that the behaviour constituted a violation of the code of conduct, they will also decide upon the sanction to apply, based on the severity of the incident.

Sanctions may include:

- Warning with notice of further sanctions if the behaviour continues.
- Advice to violator for no further contact with the person who has lodged the complaint.
- Removal from participation in the event (if the person is a volunteer, speaker, etc.).
- Removal from the event.
- Banning from future OLA events/involvement.
- Recommendation to the OLA Board of Directors of removal as an OLA member.

After the committee has come to an agreement, up to two representatives will be tasked with communicating directly with the alleged violator to inform them of the committee's decision and any associated sanctions.

The Code of Conduct representative will not facilitate or relay any apologies or messages from the alleged violator or attempt to mediate a difference of opinion.

Communications

A direct complaint, the alleged violator's response, and any subsequent sanction are all confidential matters to the parties involved.

In the instance of public commentary on an incident, the OLA will promote the Code of Conduct and procedures. The OLA will not publicly comment on details of an infringement, but may report on a sanction applied without naming the parties involved.

Documentation

The OLA Executive Director shall retain records of all incidences, including reports from staff, organizers and/or convenors, incident forms, decisions of the event code of conduct committee and related communications. Disposition of records to be determined.

**Acknowledgements**

These procedures were inspired by the example policy from the [Geek Feminism wiki](#), [created by the Ada Initiative and other volunteers](#), which is licensed under a Creative Commons Zero license, and the [PyCon 2014 Code of Conduct](#) which is licensed under a [Creative Commons Attribution 3.0 Unported License](#).

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*Approved by the OLA Board of Directors September 2014*



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