

## **IAIR Professional Conduct Statement**

All members and conference or event attendees, speakers and volunteers (hereafter participants) must abide with the following code of conduct:

1. to treat everyone with mutual respect and professionalism;
2. to embrace values that emphasize justice, teamwork, and excellence;
3. to uphold the highest ethical standard expected from a community of scholarship; and
4. to refrain from any form of intimidation, harassment, and abuse, at conferences and events associated with the IAIR. This includes both online and onsite activities where the IAIR is involved as a partner organization.

We look forward to cooperation from all participants to promote a respectful, professional and inclusive environment. It is important that every event, organised by IAIR, be a shared, productive and secure place for everyone.

### **Zoom Etiquette**

Please:

- make sure your full name shows up on Zoom.
- be punctual for every session. Login at least 3–5 minutes before the scheduled start time if possible. This is particularly helpful if a Zoom update is needed.
- have your audio on mute, unless you are required to speak. Also turn on the video, when possible, it will help us feel each other's presence and keep our conference more interactive and focused.
- avoid having a distracting background and wear appropriate clothes for professional meetings (just like during in-person conferences).
- attend Zoom panels from a quiet area. It is important to secure a quiet place when presenting.
- limit distractions and avoid multitasking.
- use the chat function in accordance with the guideline from the presenter or panel organiser.

### **Personal/non-anonymous report**

If someone abuses IAIR Conference Shared Values or if you believe you have been subject to any behaviour which is in contrary with IAIR Conference Professional Conduct Statement, you can start by speaking up right away to the person that engages in this behaviour. You can speak to them directly. If the behaviour occurs again, or if you are unable to deal directly with the person, please report the situation as soon as possible. Anyone who wishes to report a violation of IAIR conference policy is asked to speak or write confidentially to Prof. Adam Komisarof, President of the International Academy for Intercultural Research ([komisarof.adam@gmail.com](mailto:komisarof.adam@gmail.com)) a/o to the co-chairs of the Ombudsperson Conduct and Ethics Committee (Prof. Anastassia Zabrodskaia [anastassia.zabrodskaia@gmail.com](mailto:anastassia.zabrodskaia@gmail.com) and Prof. Elirea Bornman [elireabornman@gmail.com](mailto:elireabornman@gmail.com)).

In reporting your incident, you will have the opportunity to tell conference leadership the details of what happened. During the reporting process you may wish to bring an ally to support you, and rest assured we will handle your case with due diligence and respect. You will never be asked to confront anyone and should you wish, you may remain anonymous throughout this process.