

CODE OF CONDUCT

International Academy for Intercultural Research (IAIR)

Ombudsperson Conduct and Ethics Committee, 2022

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.

1. This code of conduct applies to all participants, members of the Academy, officers, elected members, and any guests at IAIR-endorsed meetings, conferences, webinars, and other activities.

1.1. IAIR Conference Professional Conduct Statement

All attendees, speakers, sponsors and volunteers (hereafter participants) at our conferences must abide with the following code of conduct. We look forward to cooperation from all participants to promote a respectful, professional and inclusive environment. It is important that this event, organised by IAIR, be a shared, productive and secure place for everyone.

1.2. Personal/Non-Anonymous Reporting

If you have been subjected to any behaviour that violates the IAIR Conference Professional Conduct Statement, please engage the person/group directly to redress the harm. If the behaviour occurs again, or if you are unable to confront the person directly, please report the incident as soon as possible. Anyone who wishes to report a violation of IAIR Conference Professional Conduct Statement will be asked to speak or write confidentially to the President of the International Academy for Intercultural Research and/or to the co-chair(s) of the Ombudsperson Conduct and Ethics Committee.

In reporting the incident, you will have the opportunity to tell the conference leadership the details of the incident. The event will be handled in accordance with procedures established by the IAIR Ombudsperson Committee intended to protect the privacy of those involved, seek mutual understanding, and uphold the standards of respect and professionalism of IAIR.

1.3. Procedure for Code of Conduct Breaches at IAIR Events

The procedures for dealing with violations are as follows:

- 1.3.1. IAIR has a designated committee (“Ombudsperson Conduct and Ethics Committee”) to whom complaints can be expressed. The complaint can be a written statement by the complainant or a statement about the meeting with the

Ombudsperson Conduct and Ethics Committee (hereafter referred to as “Ombudsperson Committee”) that has been confirmed by the complainant.

1.3.2. As the complaint affects the professional standing of the accused and his/her institution of affiliation, the complainant cannot remain anonymous when they submit their complaint to the Ombudsperson Committee. The complaint lodged to the President of IAIR, the Executive Council (consisting of the President, President-Elect, Past President, Executive Secretary, and Executive Director/Treasurer), and/or the Ombudsperson Committee must include the identity of the complainant. The complainant has the right to request anonymity to the accused, although the final decision as to whether this is possible will be made by the President, the Executive Council and Ombudsperson Committee in consultation with each other. The President, the Executive Council and/or Ombudsperson Committee may decide not to reveal the identity of the complainant in their investigation should this result in greater harm to the complainant, e.g., possible reprisal or harm from the accused. The complainant will remain anonymous to the IAIR membership and to everyone outside of the circle of the Ombudsperson Committee and Executive Council.

1.3.3. The Ombudsperson Committee will discuss the next course of action with the complainant and will notify the President of IAIR about the complaint, including the parties involved and the timeline for investigation.

1.3.4. If the course of action does not go beyond lodging a complaint, the Ombudsperson Committee will open a file and keep the complaint secure.

1.3.5. If the course of action requires further action, the Ombudsperson Committee may solicit written agreement from the complainant to pursue further investigation of the allegation. Upon receiving such a written statement, the Ombudsperson Committee will contact both the complainant and the accused. The Ombudsperson Committee may, at its discretion, request testimony from witnesses or any other person who can shed more light on the event in question. Members of the Ombudsperson Committee should guard against being influenced by intimidation or any other attempts by the parties involved to affect their actions and/or decisions. The Ombudsperson Committee may advise the complainant to seek legal protection and/or law enforcement should there be imminent harm to the complainant from the accused.

1.3.6. The Ombudsperson Committee compiles a written report that will be presented to both parties within four weeks after the event was reported. Both parties can provide their comments which will be included in the final report.

1.3.7. The Ombudsperson Committee will present the report to the IAIR Executive Council. In the report, action(s) is proposed and presented in the form of a proposal to the President, President-Elect, Past-President, Executive Secretary, and Treasurer and Executive Director (hereafter Treasurer). Potential recommendations include, for example, excluding the accused from future conferences, discontinuing membership of IAIR for a specified time, and/or informing the accused’s employer.

1.3.8. The final decision on whether the accusation is credible, supported by the evidence, and what action(s) will be taken rests with the IAIR Executive Council.

1.3.9. If an event occurred on-site at a conference or meeting, and it is identified as an immediate concern that may harm (have harmed) or pose a threat to a particular person or persons, the Ombudsperson Committee, in consultation with the President, President-Elect, Past-President, Executive Secretary, and Treasurer, may ask the local organiser of the event to deny access to the accused for the remainder of the event.

1.3.10. The final report by the Ombudsperson Committee is confidential and is only accessible for the complainant, the accused, President, President-Elect, Past-President, Executive Secretary, and Treasurer.

1.3.11. After the final report is submitted, both the complainant and the accused may file an appeal within one month against the report by the Ombudsperson Committee.

1.3.12. This appeal(s) will be evaluated by the Executive Council. The Ombudsperson Committee will be notified in regard to the handling of the appeal(s) and if deemed necessary, then also the content of the appeal(s).

1.4. Internal Procedure (for the longer version)

1.4.1. A committee member will write a summary report containing the allegation, investigation procedures, and steps taken and outcomes, including documentation (e.g., emails or other evidence and correspondence).

1.4.2. All reports and documentation related to the claim and investigation will be confidential material and will be kept in a file and passed from Executive Secretary to Executive Secretary (and always backed up on their respective devices).

1.4.3. In the event that the accused is being banned from conferences and/or other events, the Ombudsperson Committee will send a list of banned members to the conference organisers before registration opens.

1.5. Guidelines for the Ombudsperson Conduct and Ethics Committee

Here follows some guidelines for future committees when handling complaints:

1.5.1. All members should focus on verifiable factual evidence and not on hearsay. By “factual evidence” we refer to statements of persons directly involved with the event and/or clear evidence directly related to the event. The committee members should not be influenced by general remarks on the character or behaviour of the people involved in the event.

1.5.2. The identity of people mentioned in the witness statements should be protected and should not be revealed in communication to either the complainant or the accused or in reports that are distributed more widely. If the committee feels that it is necessary to reveal a particular person’s name, the person should be contacted beforehand and his/her permission should be obtained.

1.5.3. As the circle of network in IAIR is small, it is not uncommon for members of the Ombudsperson Committee to know either the complainant and/or the accused personally. It is therefore imperative that the committee focus on verifiable factual evidence and consider the emotional impact of the complainant and accused in

deliberating the case. Ombudsperson Committee members who have a conflict of interest (such as a close collegial relationship that might bias one's judgement or a contentious one) in lieu of their relationship with either complainant and/or accused should recuse themselves. The IAIR Executive Council and the Ombudsperson Committee Chair(s) should be notified immediately when the case arises. The final Ombudsperson Committee deliberating the matter should consist of at least three persons. If too many members of the Ombudsperson Committee need to recuse themselves, the Executive Council should appoint an additional member or members.