

Alberta Library Conference Code of Conduct

The Alberta Library Conference (ALC) is committed to providing a positive event experience for everyone, regardless of gender, gender identity and expression, age, sexual orientation, disability, physical appearance, race, ethnicity and religion (or lack thereof). Harassment of conference participants will not be tolerated in any form.

All attendees, speakers, sponsors, exhibitors, and all others associated with our conference are required to follow the following code of conduct to help ensure a safe and positive environment for everyone at conference and workshop venues, and at conference-related social events. Conference participants violating these rules may be sanctioned or expelled from the conference, without a refund, at the discretion of the conference organizers.

Procedure

Harassment includes offensive verbal comments related to gender, gender identity and expression, age, sexual orientation, disability, physical appearance, body size, race, ethnicity, religion, technology choices; sexual images in public spaces; deliberate intimidation, stalking, following; harassing photography or recording; sustained disruption of talks or other events; inappropriate physical contact; and unwelcome sexual attention.

Participants asked to stop any harassing behaviour are expected to comply immediately.

If conference attendees are being harassed or notice that someone is being harassed, please contact the ALC Committee Chair immediately at LAA@AlbertaLibraryConference.com. Complainants will not be asked to resolve the incident with the person who was alleged to have violated the code of conduct or to communicate with them in any way.

The ALC Committee Chair will contact the alleged violator as soon as possible. Once the alleged violator has been contacted, the ALC Committee Chair will:

- Relay the details of the complaint, without identifying the complainant.
- Provide or link to a copy of the code of conduct and procedure and identify the behaviour that prompted the complaint.
- Record the alleged violator's response to the complaint.

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 Conference.

Communications

Complaints and any subsequent actions are all confidential matters to the parties involved.

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

Documentation

The ALC Committee shall retain records for 10 years of all incidences, including reports from staff, organizers and/or convenors, incident forms, decisions of the event code of conduct committee and related communications.

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