

## 2024 SRNT-O CONFERENCE AND TOBACCO ENDGAME CRE ANNUAL SYMPOSIUM – CODE OF CONDUCT POLICY

This Code of Conduct Policy is based on the [SRNT 2022 Code of Conduct Policy for all In-Person and Virtual Meetings](#) with minor alterations referring to local details. **Unless expressly stated, this policy applies to both the 2024 SRNT-O Conference and the Tobacco Endgame CRE Annual Symposium.** We reserve the right to amend this document at any time and will provide the most recent version on the [Tobacco Endgame CRE website](#).

The Society for Research on Nicotine & Tobacco (SRNT) is committed to providing a respectful, safe, and welcoming environment that is free from harassment, discrimination, retaliation, and other intimidating or disruptive behaviour for all participants, regardless of gender, sexual orientation, disability, race, ethnicity, religion, national origin, age, or other protected characteristic, as well as place of employment, research funding source, or positions/viewpoints on divisive issues related to nicotine/tobacco research.

### WHO IS BOUND BY THIS CODE?

This policy applies to all attendees, including presenters, staff, students and guests.

### EXPECTED BEHAVIOUR

Participants are expected to conduct themselves in an appropriate and professional manner. As representatives of our field, members and participants should, at all times, demonstrate high standards of personal conduct and aspire to elevate the field of nicotine/tobacco research by modelling integrity, competency, professionalism, and truthfulness.

Members and participants of SRNT shall:

- Demonstrate respect and consideration for all people.
- Truthfully and accurately represent one's credentials, professional education, and experience, as well as conflicts of interest and, where appropriate, funding sources.
- Be mindful of your surroundings and of your fellow participants. Alert SRNT staff if you notice a dangerous situation or someone in distress.
- Be collaborative. Communicate openly, with respect for other participants, critiquing ideas rather than individuals.
- Be mindful not to exert dominance over others or over exchanges. Examples of exerting dominance include, but are not limited to:
  - exceeding appropriate talking times when voicing questions/comments after presentations
  - interrupting others, talking over others, and raising your voice to prevent others from voicing their opinions
  - engaging in body language that communicates dismissal of others' opinion (e.g. eye rolling, scoffing)
  - ignoring verbal or nonverbal cues that the other individual is no longer comfortable partaking in a conversation with you
  - purposefully eliciting embarrassment, anger, or defensiveness in another individual within a conversation

- Demonstrate that differing perspectives are valued – including those that you may not share; SRNT is, after all, a gathering place for researchers from different backgrounds, different viewpoints, and different approaches to solving the problems facing our field and society. Critique ideas, not people. No personal attacks.
- Do not engage in behaviour and speech that is intimidating, harassing, abusive, discriminatory, disruptive, threatening, derogatory, unlawful, or demeaning toward others.
- If asked by a session leader or facilitator, or any convening official, to stop conduct or comments, immediately comply.
- Honour the intellectual property rights of SRNT and its participants.
- Respect the rules and policies of the meeting venue, hotels, SRNT-contracted facility, or any other venue.
- Refrain from harmful or inappropriate verbal or written comments or visual images related to gender, sexual orientation, race, religion, disability, or other protected characteristics.
- Refrain from inappropriate use of nudity and/or sexual language and images in public spaces (including presentation slides and speech).
- Refrain from destroying or vandalizing the property or materials of others.
- Refrain from inappropriate use of alcohol or smoking, including smokeless tobacco products and ENDS, other than in designated areas. Smoking is not permitted on any UQ campus or recognised site. This includes the use of electronic cigarettes, vape pens or other devices. All staff, students, visitors, contractors and volunteers are required to follow [UQ's smoke-free policy](#).
- Refrain from any other illegal activity not already covered above.

The Organising Committee reserves the right to deny entry and/or terminate the registration of any person who demonstrates behaviour that is deemed to be inappropriate and/or a risk to others, or that it reasonably believes is not complying, or has not complied, with the event Terms and Conditions, or the Code of Conduct Policy. No refund of the registration fee will be available unless decided otherwise at the Organising Committee's sole discretion.

You must at all times comply with:

- this Code of Conduct Policy
- the event Terms and Conditions
- any terms and conditions imposed by The University of Queensland; and
- any reasonable direction given to you by SRNT-O, the Venue host, or any of their employees, agents or contractors.

## HARASSMENT

Harassing conduct can take many forms and includes, but is not limited to, the following: slurs, epithets, derogatory comments, insults, degrading or obscene words, jokes, demeaning statements, offensive gestures, or displaying derogatory or demeaning pictures, drawings, or cartoons based upon an individual's sex, race, colour, national origin, religion, age, physical or mental disability, perceived disability, ancestry, marital status, sexual orientation, or any other basis protected by federal or pertinent state laws or local ordinances.

Sexually harassing conduct in particular includes all of these prohibited actions, as well as other unwelcome conduct that is sexual in nature, such as unwanted sexual advances; lewd propositions or innuendos; leering; making sexual gestures; making sexually suggestive or graphic comments or

engaging in inappropriate sexually-oriented conversation; displaying sexually suggestive objects, graphics, pictures, or posters, whether physically or over the Internet; making or using derogatory comments, epithets, slurs or jokes; the sexual touching or display of one's own body; or unwanted physical touching or assault, as well as impeding or blocking movements.

Sexually harassing conduct can be by a person of either the same or different gender. Conduct that begins as consensual in nature may become harassment if one party withdraws their consent. Consent must be ongoing and enthusiastic or the conduct is non-consensual. Sexual or other harassment prohibited by this policy is unacceptable and will not be tolerated.

The above list of prohibited behaviours is not a complete rendering of what may be deemed sexual or other harassment prohibited by this policy. It is difficult to define every action or word that could be interpreted as harassment. However, SRNT has a "zero tolerance" policy toward discrimination and all forms of harassment. SRNT reserves the right to discipline meeting participants who engage in any inappropriate conduct, even if it is not specifically referred to or defined in this Code, or is not legally actionable as sexual or any other form of harassment.

Prohibited harassment includes verbal, physical, and visual conduct that creates an intimidating, offensive, or hostile environment.

## PROHIBITED CONDUCT

Prohibited conduct at SRNT meetings includes, but is not limited to:

1. harassment based on sex, gender, race, colour, personal appearance, national origin, religion, age, physical disability, mental disability, perceived disability, ancestry, marital status, sexual orientation, or any other basis protected by federal or pertinent state laws;
2. demeaning comments or harassment about a person's professional status, qualifications, or affiliations;
3. sexual harassment, as defined as outlined in this document;
4. abusive conduct that has the purpose or effect of unreasonably interfering with another person's ability to benefit from and enjoy or participate in the meeting, including social events related to the meeting and sponsored by SRNT;
5. undue or excessive interruption of any event, speaker, or session; and
6. violence or threats of violence.

## REPORTING HARASSMENT

SRNT is committed to supporting a productive and safe working environment for everyone at SRNT-sponsored meetings or events. Anyone who feels unsafe at an in-person SRNT meeting or event should use a venue phone and ask for security. Persons experiencing or witnessing harassment - or wrongful conduct of any kind - are encouraged to report it by one of the methods listed below and providing as many details as possible.

Reports may be made anonymously, although SRNT can investigate and handle a complaint more effectively if the identities of both the alleged victim and harasser are known.

## EMERGENCY SITUATIONS

In an emergency, call UQ Security on (07) 3365 3333 or call 000.

## NON-EMERGENCY SITUATIONS

For situations with no immediate danger, contact one of the following:

1. SRNT-O President Prof Sarah Durkin: Sarah.Durkin@cancervic.org.au
2. SRNT-O Past President Prof Coral Gartner: c.gartner@uq.edu.au

## FOLLOW-UP & INVESTIGATION

ALL complaints will be taken seriously, with an investigation, consulting with the President, other elected officials, and professional consultants, as necessary. During a meeting or event that responsibility may be delegated to an SRNT official or other representative. If a report is made by someone who is willing to be contacted, a management team member from The Rees Group (TRG) or a member of the Board of Directors will follow up with that person.

If a report is made by an individual who wishes to remain anonymous, TRG will forward the report to the Board of Directors for review.

An investigation will be conducted as appropriate, based upon the nature of the complaint. In most situations, the representative will discuss the complaint details first with the individual filing the report and may also contact the alleged offender. The findings will be reported to the SRNT Board of Directors.

SRNT will take action when appropriate to protect the safety and well-being of its members and other meeting attendees. Actions may include removing an individual from a meeting or event without warning, prohibiting an individual from attending future SRNT meetings, and/or rescinding SRNT membership. SRNT may also contact law enforcement authorities if it appears that laws were broken.

## CONSEQUENCES

Unacceptable behaviour including violations of this policy will not be tolerated. If a member or participant engages in unacceptable behaviour, staff, after consultation with the President and as necessary the Board of Directors, may take appropriate action, including removal from the meeting, without refund, and/or prohibition from attending future SRNT meetings or participating in any future SRNT events/activities. Egregious violations will be referred to the Board of Directors for action or sanctions, including, for members, expulsion from the Society (in accordance with Bylaws Article III.2) and the possibility of reporting to local law enforcement.

## NO RETALIATION

Retaliation against a person reporting harassment is also a violation of this policy. It is also a violation to report an incident in bad faith. SRNT will take action against any person found to be committing a wilful violation.

## PHOTOGRAPHY, RECORDING AND SOCIAL MEDIA

SRNT promotes the advancement and open sharing of scientific knowledge and also recognises a fundamental responsibility to prevent the unauthorised use of proprietary, preliminary, or unpublished information shared by speakers.

- **Photography:** Unless prohibited by the speaker, non-flash photographs may be taken during oral or poster presentations for non-commercial personal use only, Distraction to presenters and audience members must be minimised when capturing images.
- **Audio Visual Recording:** For copyright reasons, audio or video recording is strictly prohibited during the events without prior consent from the Organising Committee.
- **Social Media:** Attendees may post images or information from sessions on social media in a professional manner but are expected to respect the wishes of presenters. Information or images from presentation slides marked “DO NOT POST” may NOT be shared on social media in any form. Information on posters may NOT be posted to social media unless permission is granted by the corresponding author/presenter. Attendees are expected to respect the copyright and other intellectual property rights of presenters.

### **Note About Differences of Opinion and Offence:**

It is not a violation of this Code of Conduct Policy to express an opinion or to raise relevant research or an experience that may be at odds with the opinions of others - if the comments are part of a serious discussion of the convening topic at hand and is offered in a manner that is both respectful and considerate. However, making comments reasonably expected to cause offence gratuitously may be considered a violation.