

East Asian Observatory Code of Conduct (conferences, workshops, meetings and other events)

The East Asian Observatory is committed to providing a safe working environment that is free from all forms of discrimination and harassment. The following conduct is therefore required at all EAO meetings, conferences and events in order to make them productive and enjoyable for everyone, regardless of race, gender, sexual orientation, disability, physical appearance, body size, nationality or religion. **Harassment, bullying and antisocial behavior will not be tolerated at any EAO event.**

The code of conduct applies to all attendees at EAO events.

We ask that you follow these guidelines:

- Behave professionally. **Harassment and sexist, racist, or exclusionary comments or jokes are not appropriate.** Harassment includes, but is not limited to, sustained disruption of talks or other events, inappropriate physical contact, sexual attention or innuendo, deliberate intimidation, stalking, and photography or recording of an individual without consent. It also includes offensive comments related to issues including race, gender, sexual orientation, disability, physical appearance, body size or religion.
- All communication should be appropriate for a professional audience including people of many different backgrounds. **Sexual or sexist language and imagery is not appropriate.**
- **Bullying is not tolerated.** Bullying is defined as unwelcome or unreasonable behavior that demeans, intimidates, humiliates, or sabotages the work of people, either as individuals or as a group. Examples of bullying behaviors include, but are not limited to, verbal bullying (e.g., threatening, slandering, ridiculing, or maligning a person; making abusive or offensive remarks), physical bullying (e.g., pushing, poking, assaulting, threatening assault, or damaging a person's work area or property), gesture bullying (e.g., nonverbal threatening gestures), or sabotaging an individual's work.
- **Be considerate and respectful to others.** Do not insult or put down other attendees. Critique ideas rather than individuals.

Individuals engaging in behavior prohibited by this policy as well as those making allegations of harassment in bad faith will be subject to disciplinary action. Such actions range from a verbal warning to ejection from the meeting or activity in question without refund of registration fees and the reporting of their behavior to their employer.

Repeat offenders may be subject to further disciplinary action, such as being banned from participating in future EAO conferences, meetings or other activities.

Anyone who wishes to report a violation of this policy is asked to speak confidentially to the **any EAO staff member at the meeting or directly to the EAO Director or Deputy Director.**