AMIA Code of Conduct
Procedural Policy Guidelines

A. In preparation for and during any conference or event, the following summary
text including links should be included in all registration and reminder emails and
in the program text:

“The Association of Moving Image Archivists (AMIA) is committed to providing
its members and guests who participate in its events with a harassment-free
and discrimination-free environment, and has adopted a Code of Conduct to
help enable such an environment. A detailed version of the Code of Conduct may
be found here.

If you experience harassment at an AMIA event, you may contact staff or Board
members identifiable via name badges, or if not urgent, report online at this link:

B. A training program for conflict resolution and/or crisis intervention shall be
completed by all AMIA staff persons (“AMIA Staff”) and all AMIA Board
members (“Board Member”). In addition, a list of related resources will be kept
by the Board to be read annually. Resources are allocated by AMIA in order to
pursue this training. Training must be completed by new Board members before
the annual conference the year of their first term, and training must be renewed
biannually by staff and continuing Board members.

C. A minimum of three Board Members will be the point persons responsible for
seeing each matter through to resolution (CoC Liaisons). If no one self-
nominates for the positions, the CoC Liaisons will be designated by the Board
President. If anyone responding to an incident is involved in the incident of abuse
or harassment - or the Board identifies any other conflict of interest - that CoC Liaison will be recused from handling the incident.

D. At any AMIA facilitated event, the AMIA Staff and CoC Liaisons will wear, and can be clearly identified by badges, which clearly state:

1. Full name
2. Role in AMIA (e.g., Director of the Board, Managing Director, etc)
3. Training completed, if any [year]

They will assist participants by contacting hotel/venue security or local law enforcement, providing escorts, or otherwise helping those experiencing harassment to feel safe for the duration of the event.

The names of the CoC Liaisons and AMIA Staff will be included on the AMIA website. The names and photos will be posted to AMIA event website(s) starting one week prior to the event.

E. Attendees can make a report or submit a concern either verbally or in writing to the AMIA staff or CoC Liaisons, or anonymously through the online form found here: http://bit.do/AMIACOC

Once a report has been received, the person who reported will receive an email or verbal confirmation acknowledging receipt. Follow-up, including a method for resolution or Board action, will occur in a timely manner. Whenever possible, the Board will inform the reporting individual and the object of the report of the
decision made and reasons for it. All reports will be kept as a part of institutional
and process history for subsequent improvements and further review, but will
remain confidential to AMIA Board members and staff.

The AMIA Staff and CoC Liaisons will coordinate during the conference to assist
and support attendees with Code of Conduct reports or concerns, defusing
confrontations, and other situations which would require the Code of Conduct be
referenced or enforced.

F. The Code of Conduct and Procedures are reviewed annually by the Board and
will continue to biannually by the membership. The Board will report changes to
the Code of Conduct to the membership and post current versions of the Code
with a change log to the AMIA Website.

**Change Log**

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>01.10.20</td>
<td>Updated training for Board and staff members to include a list of resources</td>
</tr>
<tr>
<td>v1.3</td>
<td>reviewed annually and added language requiring training to be renewed</td>
</tr>
<tr>
<td></td>
<td>biannually.</td>
</tr>
<tr>
<td></td>
<td>Language added to consistently reflect Board members as CoC Liaisons.</td>
</tr>
<tr>
<td></td>
<td>Language was clarified to better reflect the sequence of steps taken upon receipt</td>
</tr>
</tbody>
</table>
Reversal of the Change Log dates to reflect the most recent change first.

<table>
<thead>
<tr>
<th>Date</th>
<th>Change Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>04.06.19</td>
<td>Language added to codify Board reporting to the membership about changes to the COC.</td>
</tr>
<tr>
<td>11.14.18</td>
<td>Updated training for Board and Staff members. Updated to include two more points of contact on the Board. Added language clarifying that any potential conflict of interest will result in a recusal on the part of the point person. Added language about posting the points of contact. Added language on informing about decisions made and reasons for it. Added bi-annual comments from membership.</td>
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