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## AMIA Code of Conduct

The Association of Moving Image Archivists, through its core principles stated in its **Mission, Code of Ethics, Diversity, Inclusion and Equity, and Community Agreement** statements, is an organization devoted to fostering cooperation and professional development among its members. AMIA is committed to providing its members and guests who participate in its activities with a welcoming, diverse and professional community, as well as helping facilitate a harassment-free and discrimination-free environment.

### OBJECTIVE

The AMIA Code of Conduct is meant to ensure that within the Association, be it through conferences, events, meetings, committee or other volunteer work, mentoring relationships, or all online spaces including AMIA administered social media and listservs, no person will harass another for any reason. We know that the best problem-solving and critical thinking happens when people with a wide variety of experiences and perspectives come together to work in comfort and safety as peers. We therefore expect participants in the AMIA community to approach participation in our events in helping to create thoughtful and respectful environments where that interaction can take place.

### ABOUT THE CODE OF CONDUCT

Because of the variety of experiences and perspectives in our community, we have outlined below a potential, but by no means exhaustive, list of factors for which harassment can commonly occur. This list is provided in hopes of facilitating greater awareness and in pursuit of facilitating a more productive and comfortable environment.

- Age
- Disability
- Family relationships, parental, or marital status

- Gender identity/expression
- Individual lifestyle
- Level of experience in the field
- Educational background
- Military or veteran status
- Physical appearance
- Race, ethnicity, or national origin
- Religious and spiritual beliefs
- Sex
- Sexual orientation
- Political beliefs
- National origin
- Language ability, accent, or dialect
- Cultural identity

Harassment is any verbal, nonverbal, or physical contact designed to threaten, intimidate, silence, or coerce. All forms of harassment are prohibited. Examples include - but are not limited to - the following:

- Abusive comments and/or discriminatory images in public spaces, such as AMIA listserv e-mail, voice mail, chat rooms, social media, project management platforms or text messages.
- Harassing photography or recording.
- Purposeful and repeated acts of misgendering (to include direct refusal to respect a person's pronouns).

- Inappropriate or unwanted physical contact, invasion of personal physical space and blocking behaviors, deliberate physical intimidation or gestures, stalking and unwelcome sexual attention.
- Slurs and derogatory comments or threats.
- Sustained verbal or physical disruption of talks at conferences, events, and meetings.
- Unwelcome jokes, visual depictions, stereotyping, teasing and/or whistling.
- Sharing confidential or privately shared information, including publication of private communication without consent.
- Intimidation, retaliation or retribution towards someone who files or responds to a Code of Conduct report.

## CONSEQUENCES FOR VIOLATIONS OF THE CODE OF CONDUCT

Those who violate the Code of Conduct may be expelled from the conference, event, or meeting at the discretion of the AMIA Board of Directors. Online participants who are asked to stop any harassing behavior are expected to comply immediately or may be denied access to the online space at the discretion of the list administrator or the AMIA Managing Director, or member of the Board of Directors. Persons who have been expelled or denied access may appeal to the AMIA Board of Directors. Board of Director contact information may be found on the AMIA website.

From the AMIA bylaws:

“...if the member has failed in a material and serious degree to observe the rules of conduct of AMIA, their membership in the association may be terminated or suspended through a good faith determination of the Board.”

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More information may be found at Article III, Section 4(a)(iv) and 4(c). The AMIA Bylaws may be found online here: <https://amia.link/bylaws>

### **ABOUT CONTENT PRESENTED AT AMIA CONFERENCES AND EVENTS**

It is understood that content presented at AMIA conferences or meetings or in online forums may at times deal with sensitive subject matter, ranging from visually sensitive historical material (such as images related to acts of genocide) to sexually explicit language or images (such as in archival letters, nude photographs, or film or audio recordings). This policy is not intended to constrain responsible scholarly or professional discourse and debate. Members may seek guidance from Board members or the Conference Committee chair(s) if needed. We welcome engagement with difficult topics, done with respect and care.

#### **How to Report**

At an AMIA event: If you are in immediate danger, contact the emergency number specific to the geographic location (911 in the U.S.), or the facility front desk in order to obtain the emergency number without delay.

If you believe a crime has been or is being committed, contact law enforcement.

If you believe a Code of Conduct violation has occurred, you may report it to any AMIA staff or AMIA Board Member.

A minimum of three AMIA Board member point persons and staff contact information will be listed on the AMIA event website starting the day of the event. If neither staff nor

Board members attend event, reports should be directed to the [online form](#). Online reporting and in-person information relayed to your first point of contact may be shared with careful respect to confidentiality with other AMIA Board of Directors and AMIA staff members. This sharing is for the sole purpose of facilitating next steps for follow-up.

AMIA has adopted clear procedures to deal with discipline based upon CoC violations. Specific follow-up and next steps regarding each report will occur in a timely manner based on the urgency of the situation, which is determined at the discretion of the AMIA representative.

Talking about an incident that you experience or witness can be upsetting. Every effort will be made to respond with sensitivity and respect. The Board encourages that information be shared in a manner that is comfortable and that includes, but is not limited to, bringing another person along for support when a concern is raised. When reporting a violation of the Code of Conduct, every effort will be made to proceed with a process that maintains integrity. You will not be asked to confront others or engage in the response process for a violation of the Code of Conduct.

**Confidentiality:** All reports of CoC violations received by AMIA staff and Board will be treated confidentially. It is the policy of AMIA to protect those who communicate bona fide concerns from any retaliation for such reporting. Any person who violates this prohibition against retaliation will be subject to appropriate disciplinary action, which may include suspension or revocation of membership pursuant to Article III, Section 4(a)(iv) and/or 4(b) of the AMIA Amended and Restated Bylaws. When reporting online, if you decide to provide your contact information, your report will not be

anonymous to the AMIA Board and Staff, but your report will remain confidential to these parties.

**Locating AMIA staff & Board:** AMIA staff and Board members can be identified by name badges. 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. You can make a report either personally or anonymously through the online form found here: <https://amia.link/coc-report>. The online form will not track or store identifiable respondent information, such as location or IP address.

Once a report has been received, the person who reported will receive an email acknowledging receipt, or a verbal confirmation that the report has been noted. If not anonymous, interviews with parties involved will be completed and follow-up, including a method for resolution or Board action will occur in a timely manner. Whenever possible, we inform the reporting individual/survivor and the object of the report of the decision made and reasons for it. We will not provide information that violates the consent of the reporting individual. All reports will be kept as a part of institutional and process history for a period of five (5) years and will remain confidential to AMIA Board members and staff.

## ONLINE SPACES

If you encounter violations of the Code of Conduct in AMIA online spaces, please use the link above to submit a report. The AMIA office staff will check the link above once a week. More frequent checking, once per day, will occur by AMIA Staff or Board

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members during any conference or event.

The AMIA Code of Conduct is subject to review based on need and continued implementation, as assessed by the AMIA Board of Directors. Any such changes will be subject to an AMIA Board of Directors' vote and approval.

### MAKING AN HONEST REPORT

Honest reporting means you must believe that the information you are providing is accurate. All Code of Conduct violation reports will be considered as truthful, with every effort made to maintain integrity and confidentiality, but it is a violation of the Code to knowingly make a false accusation or interfere with a Code investigation.

### ACKNOWLEDGEMENTS

The AMIA Board of Directors wishes to thank Digital Library Federation (DLF), International Image Interoperability Framework (IIIF), Public Knowledge Project, Code4Lib, New England Archivists for discussion and CoC models drawn from for incorporation into our own Code.

We also wish to thank AMIA members Caroline Yeager, Travis Wagner and Kathryn Gronsbell for volunteer hours which contributed significantly to the project's progression, as well as all AMIA members who contributed comments.

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## CHANGE LOG

Date	Description
04.27.23 v1.6	<p>Language added to specify harassment to include educational background and language.</p> <p>Language added to include the Board and Conference Committee as resources for guidance on handling sensitive material in conference presentations.</p> <p>Language added to indicate records kept for five (5) years.</p>
11.3.21 v1.5	<p>Language added to specify harassment to include beliefs, national origins, cultural identity, stereotyping, and family relationships.</p>
01.10.20 v1.4	<p>Language added to note that if a crime has been committed it should be reported to police.</p> <p>Language added to include events where no AMIA staff or board members are present.</p> <p>Language removed regarding differing opinions about the Code of Conduct.</p> <p>Grammar and spelling corrected and language changed to consistently reflect the filing of a report.</p> <p>Reversal of the Change Log dates to reflect the most recent change first.</p>



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<p>04.06.19 v1.3</p>	<p>Changed language to remove the need for person reporting the incident to identify the section of the COC that was violated.</p> <p>Added language clarifying that the online form does not track any identifying information.</p>
<p>11.14.18v1. 2</p>	<p>Updated to include two more points of contact on the Board.</p> <p>Included text around making an honest report.</p> <p>Language about 1) sensitivity to the person reporting and their perspective was added. 2) Language about respecting the consent of those reporting was added. 3) Defining what harassment as a term and additional examples of actions that would be considered harassment was added.</p>
<p>10.3.17 v1.1</p>	<p>Updates include: clearer procedures for follow-up and accountability, including information on how to contact staff and Board members, online reporting (with anonymous option), and follow-up.</p> <p>Two rounds of edits were made, first round plus research was completed by membership &amp; Board collaboration including Travis Wagner, Kathryn Gronsbell and Lauren Sorensen; then subsequent edits to put changes in line with AMIA Bylaws and Board member input.</p> <p>Two main documents used for research and editing for first round of edits:</p> <ul style="list-style-type: none"> <li>• <a href="https://docs.google.com/spreadsheets/d/1681nlrou6gRJ8WCyisc8u1H_-mnaI5-Lkecs5McA7k_8/edit#gid=0">https://docs.google.com/spreadsheets/d/1681nlrou6gRJ8WCyisc8u1H_-mnaI5-Lkecs5McA7k_8/edit#gid=0</a></li> </ul>

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	<ul style="list-style-type: none"><li>• <a href="https://docs.google.com/document/d/1LpQg4YPBRww0gIIHDib5NnX0cnue9ZlucQ3MNFctHg8/edit">https://docs.google.com/document/d/1LpQg4YPBRww0gIIHDib5NnX0cnue9ZlucQ3MNFctHg8/edit</a>.</li></ul> <p>Second round of edits by the Board:</p> <ul style="list-style-type: none"><li>• <a href="https://docs.google.com/document/d/1Ss95axzeyOeCTpr__d7QYNuEor3uUuv2dj_HQQPQag/edit#">https://docs.google.com/document/d/1Ss95axzeyOeCTpr__d7QYNuEor3uUuv2dj_HQQPQag/edit#</a></li></ul> <p><a href="https://docs.google.com/document/d/16mtaWN9ZNczE2nppkVpmk-5tXuWWp_tE3O1b55aHmgo/edit#">https://docs.google.com/document/d/16mtaWN9ZNczE2nppkVpmk-5tXuWWp_tE3O1b55aHmgo/edit#</a></p>
8.12.15	First release of Code of Conduct

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# 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 here: <https://amia.link/coc-report>.

- 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)

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: <https://amia.link/coc-report>.

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

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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

Date	Description
04.27.23 v1,4	Updated requirements for COC liaison badge at conference.
01.10.20 v1.3	Updated training for Board and staff members to include a list of resources reviewed annually and added language requiring training to be renewed biannually.

	<p>Language added to consistently reflect Board members as CoC Liaisons.</p> <p>Language was clarified to better reflect the sequence of steps taken upon receipt of a report.</p> <p>Reversal of the Change Log dates to reflect the most recent change first.</p>
04.06.19 v1.2	Language added to codify Board reporting to the membership about changes to the COC.
11.14.18 v1.1	<p>Updated training for Board and Staff members.</p> <p>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.</p> <p>Added language about posting the points of contact.</p> <p>Added language on informing about decisions made and reasons for it.</p> <p>Added bi-annual comments from membership.</p>
8.12.15	Release of Code of Conduct Procedural Policies