



## Annual Conference and Official Events Code of Conduct

The Australian Society for Fish Biology (ASFB) is a non-profit, professional organisation with the primary objective of promoting research, education and management of fish and fisheries in Australasia. In meeting these aims, the society holds official events including smaller functions hosted by ASFB State executive representatives and large events such as the ASFB annual conferences attended by both members and non-members.

Attendees at these events represent a wide array of backgrounds and professional and non-professional associations. ASFB is committed to providing a safe, productive and welcoming environment for all event participants, staff and volunteers. All participants including, but not limited to, attendees, speakers, volunteers, exhibitors, ASFB representatives, service providers and others are expected to abide by this ASFB Official Events Code of Conduct. This Code of Conduct applies to all ASFB-related events, including those sponsored by organizations other than ASFB but held in conjunction with the ASFB, in either public or private facilities.

### *Expected Behaviour of ASFB Event Attendees*

- Communicate openly with respect and consideration for others, and their right to hold a diversity of views, values and opinions.
- Be considerate, respectful, and collaborative.
- No personal attacks directed toward other attendees, participants, and suppliers/vendors and event coordinators.
- Be mindful of your surroundings and of your fellow participants. Alert ASFB Representatives or event coordinators if you notice a dangerous situation or someone in distress.
- Respect the rules and policies of the meeting venue, hotels, or any other venue.
- Request permission from speakers before recording or taking photographs during their presentation. Turn off any phones or other disruptive devices during oral or poster sessions.
- All attendees should feel empowered to speak up or intervene if they observe any discriminatory behaviour directed at others.

### *Unacceptable Behaviour*

It is important that our events are a place where no attendee, staff or volunteer is ever belittled, harassed or made to feel unsafe. The following behaviour will not be tolerated:

- Harassment, intimidation or discrimination in any form.

- Physical, written, or verbal abuse of any attendee, speaker, volunteer, exhibitor, ASFB executive, service provider or other meeting guest.
- Examples of unacceptable behaviour include, but are not limited to: verbal comments related to gender, sexual orientation, disability, physical appearance, body size, race, religion, national origin; inappropriate use of nudity and/or sexual images in public spaces or in presentations; threatening or stalking any attendee, speaker, volunteer, exhibitor, ASFB executive, service provider or other meeting guest.

### *Reporting Unacceptable Behaviour*

Anyone experiencing or witnessing behaviour that constitutes an immediate or serious threat to public safety should immediately contact security or an ASFB Representative (executive member or event coordinator).

- If you are the subject of unacceptable behaviour or have witnessed any such behaviour, please contact the ASFB President, event co-ordinator, workshop and conference co-ordinator or any ASFB executive member or a designated “safe person” if provided by the event organisers.
- Attending executive members/representatives or designated “safe person” will be introduced to attendees at the commencement of the annual conference and ASFB events, as contact people for reporting any unacceptable behaviour and for general ASFB enquiries.
- Notification can also occur by emailing your concern to the ASFB President or event co-ordinator.
- Anyone requested to stop unacceptable behaviour is expected to comply immediately.

### *Procedure for Addressing Complaints of Unacceptable Behaviour*

- After receiving a report of unacceptable behaviour, the ASFB Senior Executive will confidentially assess the report, and work with the complainant(s) to determine the nature of the incident(s), and the most appropriate response, with reference to the relevant State, Territory and Federal laws that may apply. ASFB is committed to protecting the privacy of all individuals involved in the incident to the greatest extent possible.
- The ASFB Executive reserves the right to take any lawful action we deem necessary in response to a violation of this code. This includes, but is not limited to, the immediate removal from the meeting without warning or refund. The full Executive Council of the ASFB also reserves the right to assess the incident(s), and move to expel or suspend the person from future events and/or membership of the ASFB for a defined period, or permanently.

### *Ensuring Inclusion & Diversity in the Future*

The ASFB encourage anyone with concerns or ideas for improving equity and diversity in our society to contact one of the ASFB Executive members ([www.asfb.org.au/about/](http://www.asfb.org.au/about/)). You can choose to remain confidential, knowing that we take all such matters very seriously. Our objective is to ensure the ASFB is constantly improving ways to foster inclusion and diversity in our professional community so that we can enjoy a stimulating and supporting atmosphere for the free exchange of ideas in fish and fisheries science and management.