

I. Anti-harassment Policy for IAU Meetings and Activities

The IAU opposes any discrimination or harassment based on such factors as ethnic origin, religion, citizenship, language, political or other opinion, sex, gender identity, sexual orientation, disability or age.

The IAU is committed to preventing any incident of harassment that may occur during the General Assemblies, Symposia, Focus Meetings, and in general in any activity of its scientific bodies or offices in which the IAU has or shares responsibility. This includes any associated events such as social activities, informal gatherings or schools/workshops attached to the above-mentioned events.

Statement of Policy

It is the policy of the International Astronomical Union (IAU) that all participants in IAU activities will enjoy an environment free from all forms of discrimination, harassment and retaliation. As a professional Union, the IAU is committed to providing an atmosphere that encourages the free expression and exchange of scientific ideas. In pursuit of that ideal, the IAU is dedicated to the philosophy of equality of opportunity and treatment for all members, regardless of gender, gender identity or expression, race, colour, national or ethnic origin, religion or religious belief, age, marital status, sexual orientation, disabilities, veteran status, or any other reason not related to scientific merit. Harassment, sexual or otherwise, is a form of misconduct that undermines the integrity of IAU meetings. Violators of this policy will be subject to disciplinary actions.

Definition of Harassment

In general, harassment is a conduct that exerts unwelcome pressure or intimidation. Such conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation of written or graphic material that denigrates or shows hostility or aversion toward an individual or group.

Particularly serious is the sexual harassment that refers to unwelcome sexual advances, requests for sexual favours, and other verbal or physical conduct of a sexual nature. Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behaviour that is not welcome, is personally offensive, decreases morale, and therefore interferes with work effectiveness. The following are examples of behaviour that, when unwelcome, may constitute sexual harassment: sexual flirtations, advances, or propositions, unwelcome sexual attention (such as unwanted touching or repeated requests for dates); verbal comments or physical actions of a sexual or sexually suggestive nature; sexually degrading words

used to describe an individual; a display of sexually suggestive objects or pictures; sexually explicit jokes; dismissive or insulting modes of address.

Because of the wide international nature of the IAU, it is important to realise that behaviour and language that are welcome/acceptable to one person may be unwelcome/offensive to another. Consequently, individuals must use discretion to ensure that their words and actions communicate respect for others. This is especially important for those in positions of authority (including all members of LOCs, SOC members in IAU meetings), since individuals with lower rank or status may be reluctant to express their objections or discomfort regarding unwelcome behaviour.

Scope of Policy

This policy applies to all attendees at IAU activities, including scientists, students, guests, staff, contractors and exhibitors, participating in the scientific sessions, tours and social events, workshops or schools associated with any IAU meeting or other activity. All meeting attendees have a role to play in creating an inviting and harassment-free environment through their own behaviour and the discouragement of harassing behaviour in others.

Complainants and others who provide relevant information (witnesses) will be protected from retaliation (negative social or professional actions – or threats of negative actions – taken against a complainant or individual who participates in an investigation).

Acknowledgement of Acceptance of Anti-Harassment Policy

All SOC members, LOC members and session chairs will be required to acknowledge having read and agreed to the policy. They must also acknowledge, that as persons in positions of power, they will ensure that the policy is enforced and report all violations that come to their attention to the SOC chair(s).

All participants of the IAU meetings/activities will be required to sign an online statement at the time of registration stating that they have read the anti-harassment policy and agree to abide by the policy. If they do not agree to abide by the policy the organisers reserve the right to refuse to allow their participation in the IAU meeting/activity.

Advertisement of Policy at IAU Meetings and Activities

The organisers of the IAU supported meeting/activity are responsible for broad advertisement of the IAU anti-harassment policy. The IAU policy must be advertised on the conference website. It must also be displayed and explicitly mentioned by the organisers in the open session of the conference.

It is the responsibility of the organisers to inform all participants about the IAU policy on anti-harassment and to instruct the Sessions' Chairs on the procedure to be followed should a harassment incident occur during the sessions.

The organisers are required to identify a couple of SOC members as "responsible individuals" to whom anyone can report any incident. The names of these individuals should be made widely known to all participants.

Reporting an Incident

In the eventuality of a clear case of verbal harassment during a scientific session, the Chair person(s) should act immediately to stop it. If the situation deteriorates, he/she should ask the people involved to leave the room.

Any individual covered by this policy who believes that he or she has been subjected to harassment should report the incident. If any form of harassment occurs in a less openly visible way (e.g. during social activities or informal gatherings), the affected person and/or witness should immediately report it to one of the Organisers or to one of the designated "responsible individuals" for the meeting/IAU activity (here after the "reporter").

In the event that one of the organisers is the alleged offender, the individual may contact one of the designated "responsible individuals" or directly contact the IAU General Secretary for further guidance.

The following is advice for reporting any incident (or suspected incident) pertaining to discrimination or harassment.

Write everything down (times, places, nature of the incident, and comments made). Save emails, notes, etc. Tell someone you trust. It is likely that you will have to write and sign an official letter of complaint, documenting the nature of the harassment and/or discrimination. Be as detailed as possible. If possible, supporting documentation and statements from witnesses should be submitted with your letter.

The written report of an incident may be made by the complainant or by a colleague/friend/associate of the individual (with the permission of the individual who has been subjected to harassment) and submitted to the reporter. All complaints will be treated seriously and be investigated promptly. The complainant is not required or expected to discuss the concern with the alleged offender.

The reporter should make written notes of the incident, attaching any possible evidence and enquiring any witnesses. The reporter should then give the alleged offender the opportunity to be heard and respond to the complaint or allegations.

A full report about the incident should then be sent by the reporter to the IAU General Secretary including the immediate initiatives the reporter has undertaken following the IAU anti-harassment policy.

The General Secretary will promptly report any case of harassment that occurs during an IAU meeting to the rest of the IAU Executive Committee.

Confidentiality will be honoured, to the extent permitted, as long as the rights of others are not compromised.

The Investigation

1. The Executive Committee will name an impartial investigator, usually an IAU Officer or Executive Committee member. Any named investigator who believes they have a conflict of interest should not serve as an investigator. The complainant will be informed of the name of the investigator and allowed to contest the choice should he/she believe that the investigator is conflicted. In egregious cases of sexual harassment or sexual assault the IAU reserves the right to engage an outside professional or agency trained in the handling of sensitive sexual harassment cases.
2. In most cases, the complainant will be interviewed first and the written complaint reviewed. If the complainant has not already filed a formal complaint, he or she should be asked to do so.
3. The details of the complaint should be explained to the alleged offender by the investigator.
4. The alleged offender should be given a reasonable chance to respond to the evidence of the complainant and to bring his or her own evidence.
5. If the facts are in dispute, further investigatory steps may include interviewing those named as witnesses.
6. If, for any reason, the investigator is in doubt about whether or how to continue, he or she will seek appropriate counsel.
7. When the investigation is complete, the investigator should report the findings to the General Secretary of the Union. The General Secretary should inform the Executive Committee.

Retaliation Is Prohibited

The IAU will not tolerate any form of retaliation against persons who file a complaint or assist in the investigation. Retaliation is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action.

Disciplinary Action

Individuals engaging in behaviour 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 may, at the discretion of the IAU Executive Committee, include the reporting of their behaviour to the national committee and their employer.

The IAU Executive Committee may decide on further disciplinary action for repeat or serious offenders, such as being banned from participating in future IAU meetings or other activities for a period of time, or even having the IAU membership revoked in serious cases.

Appeal and Questions

In the event that the individual is dissatisfied with the results of the investigation, he or she may appeal to the IAU President. Any questions regarding this policy should be directed to the IAU General Secretary.

II. House Rules for the use of IAU official Facebook page and Twitter account

IAU has published its House Rules for the use of its official Facebook page and Twitter account. These rules may be found via the following link:

<https://www.facebook.com/InternationalAstronomicalUnion/notes>.

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