



# Anti-Harassment Policy for SEG Meetings & Activities

## **Preface**

As a professional society, the Society of Exploration Geophysicists (SEG) must provide an environment that encourages the free expression and exchange of scientific ideas. In pursuit of that environment, the SEG is committed to the philosophy of equality of opportunity and treatment for all members. All functions of the Society must be conducted in a professional atmosphere in which all participants are treated with courtesy and respect. It is the responsibility of SEG leaders, committee chairpersons, organizers of any SEG meeting, SEG staff, and of the members themselves to ensure that such an atmosphere is maintained. Furthermore, the rich diversity of the Society's membership and of the geophysical community in general is a resource that should be drawn upon when selecting organizing committees, invited speakers, and nominees for office and for awards.

## **Statement of Policy**

It is the policy of SEG that all participants in Society activities enjoy an environment free from discrimination, harassment, and retaliation. SEG is committed to providing an atmosphere that encourages the free expression and exchange of scientific ideas. In pursuit of that ideal, SEG is dedicated to the philosophy of equality of opportunity and treatment for all members, regardless of gender, gender identity or expression, race, color, 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 Society meetings and activities. Violators of this policy will be subject to discipline.

## **Definition of Sexual Harassment**

Sexual harassment refers to unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Behavior 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 since individuals with lower rank or status may be reluctant to express their objections or discomfort regarding unwelcome behavior.

Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, is personally offensive, debilitates morale, and therefore, interferes with work effectiveness and social interaction. The following are examples of behavior that, when unwelcome, may constitute sexual harassment: sexual flirtations, advances, or propositions; verbal comments or physical actions of a sexual nature; sexually degrading words used to describe an individual; a display of sexually suggestive objects or pictures; sexually explicit jokes; unnecessary touching or touching that is known to the alleged harasser to be culturally unacceptable.

### **Definition of Other Harassment**

Harassment on the basis of any other protected characteristic is also strictly prohibited. This conduct includes, but is not limited to the following: 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 a particular group or an individual based on inclusion in a particular group.

### **Scope of Policy**

This policy applies to all attendees at Society activities, including scientists, students, guests, staff, contractors, and exhibitors, participating in the scientific sessions, tours, and social events of any SEG or associated society meeting or other activity.

### **Reporting an Incident**

Advice for reporting sexual or other forms of harassment is as follows:

- Inform the offender his/her behavior is offensive or unwelcomed and request that the behavior stop. Be sure to document for your records the unwelcomed behavior, as well as your request for it to stop, including any witnesses, and note when this occurred as well as when you documented. Document as close to the event as possible so that it is fresh on your mind.
- Write everything down (times, places, nature of the incident, and comments made). Save emails, notes, etc. Tell someone you trust. You should be prepared to write and sign an official letter of complaint, documenting the nature of the harassment and/or discrimination. Be as detailed as possible. Supporting documentation and statements from witnesses should be submitted with your letter.

Any individual covered by this policy who believes that he or she has been subjected to harassment should contact the SEG President, Executive Director or other Society Officers. Other Society Officers include the Past President, President Elect, First Vice President, Second Vice President, Vice President Publications, and Treasurer. The complainant is not required or expected to discuss the concern with the alleged offender.

All complaints will be treated seriously and investigated promptly. Confidentiality will be honored to the extent permitted as long as the rights of others are not compromised.

## **The Investigation**

Upon receipt of a written and signed complaint, the Executive Committee will name an impartial investigator, usually a Society Officer or Board member. Any person with a real or perceived conflict of interest may not serve as an investigator. If a criminal or civil case is pending or under investigation by law enforcement regarding the alleged incident, no action will be taken by SEG until the case is resolved.

The investigation, if deemed warranted, will proceed as follows:

1. In most cases, the complainant will be interviewed first and the written complaint reviewed.
2. The details of the complaint will be explained to the alleged offender by the investigator
3. The alleged offender will be given an opportunity to respond to the evidence of the complainant and to bring his or her own evidence.
4. If the facts are in dispute, further investigatory steps may include interviewing those named as witnesses.
5. If, for any reason, the investigator is in doubt about whether or how to continue, he or she will seek appropriate counsel.
6. When the investigation is complete, the investigator will report the findings to the SEG President, Executive Director or other Society Officer, as appropriate.

## **Retaliation Is Prohibited**

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

## **Disciplinary Action**

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 revocation of their membership. Repeat offenders may be subject to further disciplinary action, such as being banned from participating in future Society or affiliated society meetings or other activities. The SEG Board of Directors is granted the right in its Bylaws to terminate the membership of any member.

## **Questions**

Any questions regarding this policy should be directed to the SEG President, Executive Director or other Society Officers.