

THE PITTSBURGH CONFERENCE ON ANALYTICAL CHEMISTRY AND APPLIED SPECTROSCOPY

“Code of Conduct”

(Revision November 13, 2019)

The Pittsburgh Conference on Analytical Chemistry and Applied Spectroscopy (Pittcon®) has established a Code of Conduct with Zero-Tolerance Policy to ensure there is professional and ethical behavior associated with all Pittcon activities. Volunteers, Employees, Vendors, and Conference Attendees should always acknowledge conflicts of interest and conduct themselves in a professional manner.

Employees, Vendors, Contractors, and Volunteers

Any type of harassment of volunteers, employees or applicants for employment by managers, supervisors, co-workers, other employees, volunteers, or agents of Pittcon or non-employees (including vendors and meeting attendees) is prohibited conduct and is not tolerated. Pittcon has a Zero-Tolerance Policy for unlawful conduct at all locations where Pittcon employees, vendors, contractors, and volunteers are conducting Pittcon business. Pittcon’s Zero-Tolerance Policy outlines how to report a complaint.

Conference Attendees

Any type of harassment of Pittcon conference attendees is prohibited and is not tolerated. Pittcon has a Zero-Tolerance Policy for any type of harassing conduct by any conference attendee at any Pittcon function. Pittcon has defined prohibited behaviors in our Zero-Tolerance Policy. This Zero-Tolerance Policy also outlines how to report a complaint.

“Zero-Tolerance Policy”

Anti-Harassment

It is the policy of Pittcon that any type of harassment of Pittcon staff, volunteers, vendors, contractors, conference attendees or others by members of the Board of Directors, Pittcon Committee or other attendees at or in connection with Pittcon meetings, or otherwise, including but not limited to dinners, receptions, social gatherings, and meetings held in conjunction with Pittcon, is prohibited and is not tolerated. Pittcon has zero tolerance for harassing conduct at all locations where Pittcon delegates and staff are conducting Pittcon business. This zero-tolerance policy applies to all Pittcon events.

Definition

Harassment consists of unwelcome conduct whether verbal, electronic, physical or visual that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, marital status, citizenship or other protected group status, and that: (1) has the purpose or effect of creating an intimidating, hostile or offensive environment; (2) has the purpose or effect of unreasonably interfering with an individual’s participation in any Pittcon functions; or (3) otherwise adversely affects an individual’s participation in such functions, in the case of Pittcon employees, such individual’s employment opportunities or tangible job benefits.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written, electronic, or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the Pittcon premises or at the site of any Pittcon meeting.

Sexual Harassment

Sexual harassment constitutes discrimination, is unlawful and is absolutely prohibited. For the purposes of this policy, sexual harassment includes:

- making unwelcome sexual advances or requests for sexual favors or other verbal, physical, or visual conduct of a sexual nature
- creating an intimidating, hostile or offensive environment or otherwise unreasonably interfering with an individual's participation in meetings.

Sexual harassment may include such conduct as explicit sexual propositions, sexual innuendo, suggestive comments or gestures, descriptive comments about an individual's physical appearance, electronic stalking or lewd messages, displays of foul or obscene printed or visual material, and any unwelcome physical contact.

Retaliation against anyone who has reported harassment, submits a complaint, reports an incident witnessed, or participates in any way in the investigation of a harassment claim is forbidden. Each complaint of harassment or retaliation will be promptly and thoroughly investigated. To the fullest extent possible, Pittcon will keep complaints and the terms of their resolution confidential.

Reporting a Complaint

Any persons who believe they have experienced or witnessed conduct in violation of Pittcon's Zero-Tolerance Policy during any Pittcon meeting or associated function should notify the Pittcon Ethics Committee at ethics@pittcon.org.

Investigations

Investigations of harassment complaints will be conducted by the Pittcon Ethics Committee. Each complaint of harassment or retaliation shall be promptly and thoroughly investigated. Generally, the Pittcon Ethics Committee will (a) use reasonable efforts to minimize contact between the accuser and the accused during the pendency of an investigation and (b) provide the accused an opportunity to respond to allegations. Based on its investigation, the Pittcon Ethics Committee will decide as to whether a violation of Zero-Tolerance Policy has occurred.

Disciplinary Action

If the Pittcon Ethics Committee determines that a violation of the Zero-Tolerance Policy has occurred, corrective action will be taken that may include but is not limited to expulsion from the relevant Pittcon meetings or functions, and termination of vendor contract.

Confidentiality

To the fullest extent possible, all delegates will keep complaints, investigations and resolutions confidential.