

**Society for Psychophysiological Research
Meetings Code of Conduct**

Adopted by the SPR Board, July 14, 2021

Last Updated: July 9, 2024

1. Introduction

The Society for Psychophysiological Research (“SPR”) is dedicated to providing a safe and productive experience for all participants and attendees at all official SPR events regardless of sex (including pregnancy, sexual orientation and gender identity), race, color, national origin, religion, age, physical or mental disability, perceived disability, ancestry, genetic information, or any other basis protected by applicable laws. SPR does not tolerate discrimination or any form of prohibited harassment and is committed to enforcing this Code of Conduct (the “Code”) at its Annual Meeting or at any other SPR event. As a professional society, SPR is committed to providing an atmosphere that encourages the free expression and exchange of scientific and educational ideas. Furthermore, SPR upholds the philosophy of equal opportunity for and treatment of all meeting participants and staff in any venue.

2. Scope of Code

This Code applies to all participants, staff, guests, and vendors at all official SPR events, including the annual meeting, committee meetings, social events, or other activities that are expressly sponsored or promoted by SPR, whether held in public or private facilities, as a condition of attending the event.

This policy is an expression of SPR’s values and commitment to a safe and productive experience for all participants and attendees at its official events. This policy is not an acknowledgement, admission, or description of SPR’s legal obligations with respect to any of the subject matters addressed herein, nor does it create any such legal obligations.

3. Harassment Defined

Prohibited harassment includes verbal, physical, and visual conduct that creates an intimidating, offensive, or hostile environment. Harassing conduct can take many forms and includes, but is not limited to, the following: slurs, epithets, derogatory comments, insults, degrading or obscene words, jokes, demeaning statements, offensive gestures, or displaying derogatory or demeaning pictures, drawings, or cartoons based upon an individual’s sex, race, color, national origin, religion, age, physical or mental disability, perceived disability, ancestry, sexual orientation, gender identity, or any other basis protected by applicable law.

Sexually harassing conduct in particular includes all of these prohibited actions, as well as other unwelcome conduct that is sexual in nature, such as unwanted sexual advances; lewd propositions or innuendos; leering; making sexual gestures; making sexually suggestive or graphic comments or engaging in inappropriate sexually-oriented conversation; displaying sexually suggestive objects, graphics, pictures, or posters, whether physically or over the Internet, except those graphics that are a part of scientific discourse (i.e., where the scientific subject is sex); making or

using derogatory comments, epithets, slurs or jokes; the sexual touching or display of one's own body; or unwanted physical touching or assault, as well as impeding or blocking movements. Sexual harassment includes making submission to or rejection of sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature a condition of, or factor in, participation or enjoyment of benefits, meetings or events, or when such conduct otherwise has the purpose or effect of unreasonably interfering with a person's ability to benefit from and enjoy or participate in the meeting or event.

Sexually harassing conduct can be by a person of any gender identity that is directed at another person of any gender identity. Conduct that begins as consensual in nature may become harassment if one party withdraws consent. Sexual or other harassment prohibited by this policy is unacceptable and will not be tolerated.

The above list of prohibited behaviors is not a complete rendering of what may be deemed sexual or other harassment prohibited by this policy. It is impossible to define every action or word that could be interpreted as harassment. However, SPR has a "zero tolerance" policy toward discrimination and all forms of harassment, even if it is not specifically referred to or defined in this Code, or is not legally actionable as sexual or any other form of harassment.

4. Prohibited Conduct

Prohibited conduct at SPR meetings includes, but is not limited to:

1. discrimination or harassment based on sex, race, color, national origin, religion, age, physical disability, mental disability, perceived disability, ancestry, sexual orientation, gender identity, or any other basis protected by applicable laws;
2. sexual harassment, as defined in Section 3;
3. abusive conduct that has the purpose or effect of unreasonably interfering with another person's ability to benefit from and enjoy or participate in the meeting or event;
4. undue or excessive interruption of any event, speaker, or session; and
5. violence or threats of violence.

5. Reporting an Incident

Meeting participants or other individuals, who witness or experience inappropriate conduct at an SPR meeting or other official SPR event, including but not limited to the prohibited conduct described above, should report such conduct immediately to the Executive Director of the SPR management office (Amy Bucaida, abucaida@reesgroupinc.com) If the individual is uncomfortable reporting the conduct to the Executive Director of the SPR management office for any reason, the individual may report the conduct to either the Secretary or Treasurer (Secretary: Rebecca Silton, rsilton@luc.edu; Treasurer: Dan Foti, dan.foti@gmail.com). Any individual reporting such conduct may but is not required or expected to discuss the concern with the alleged offender.

Anyone experiencing or witnessing behavior at an SPR event that is an immediate or serious threat to the safety of those present, or to the public, is advised to locate a house phone and ask for security, or to otherwise contact the authorities for protection.

SPR cannot address claimed inappropriate conduct or harassment unless the claims are brought to the attention of SPR leadership. Meeting participants are encouraged to report any incidents of perceived violations of this policy as quickly as they can or otherwise feel safe doing.

SPR is committed to taking reasonable steps to prevent harassment and other prohibited conduct at its meetings and will make reasonable efforts to promptly and completely address and correct any prohibited conduct that may occur at an official SPR event. SPR will keep any investigation of an alleged violation of this policy as confidential as possible.

SPR can only investigate situations that arise at SPR meetings or other SPR-sponsored events. If a meeting participant experiences inappropriate conduct or harassment at the participant's own or another institution, at a place of work, at a research facility, or online but not via SPR-sponsored channels, that individual should contact the appropriate person or department responsible for addressing such conduct at that particular institution, facility or medium.

6. Investigation

SPR will attempt to investigate any complaint or report of a violation of this policy in a prompt and timely manner. Upon completion of the investigation, SPR will take appropriate corrective measures against any person who has engaged in conduct prohibited by this policy, if SPR determines such measures are necessary. Such remedial action may include, but is not limited to, the items listed below in Section 7.

7. Disciplinary Action

If SPR determines that an individual has engaged in prohibited conduct, SPR shall determine the appropriate action to be taken, which may include, but is not limited to:

- private reprimand;
- removal from the Meeting without warning or refund;
- implementation of conditions upon attendance at current and/or future SPR Meetings;
- restriction from attendance at future SPR Meetings; or
- expulsion from SPR.

Nothing in this policy shall restrict or discourage any individual who experiences or is the target of conduct prohibited by this policy from reporting such conduct to the authorities, to the extent the individual deems such a report advisable or necessary.

8. Retaliation Is Not Tolerated

Retaliation for complaints of inappropriate conduct or harassment are also considered harassment and will not be tolerated. Retaliation for participating in the investigation of a complaint or any proceeding related to such a complaint is also prohibited by this policy and will not be tolerated. Retaliatory behavior in connection with SPR meetings will be investigated in a similar manner to initial complaints.

Incident Report Process for Violations of the SPR Meeting Participation Code of Conduct

Meeting participants or other individuals who witness or experience inappropriate conduct at an SPR meeting or other event, including but not limited to the prohibited conduct described in the SPR Meeting Participation Code of Conduct, should report such conduct immediately to the Executive Director of the SPR management office (Current contact: Amy Bucaida at abucaida@reesgroupinc.com). If the individual is uncomfortable reporting the conduct to the Executive Director of the SPR management office for any reason, the individual may report the conduct to Secretary or Treasurer (Secretary: Rebecca Silton, rsilton@luc.edu; Treasurer: Dan Foti, dan.foti@gmail.com). Any individual reporting such conduct may but is not required or expected to discuss the concern with the alleged offender.

Anyone experiencing or witnessing behavior at an SPR event that is an immediate or serious threat to the safety of those present, or to the public, is advised to locate a house phone and ask for security, or to otherwise contact the authorities for protection. Please use this form for observers or targets of prohibited conduct to help with an investigation.

SPR will keep any investigation of an alleged violation of the SPR Code of Conduct as confidential as possible.

General suggestions for reporting incidents:

1. Where possible, write everything down (times, places, nature of the incident, and comments made).
2. Save emails, notes, etc.
3. Be as detailed as possible.

Information to provide:

1. Name (optional) (NOTE: SPR will accept anonymous complaints and/or reports of harassing conduct in violation of this policy. Without the identity of the alleged victim and/or complainant, however, it could be difficult to corroborate the conduct alleged.)
2. Contact information
3. Name of alleged offender (If you are unable to provide a name, please describe the individual's physical appearance in as much detail as possible.)
4. Name(s) of individual(s) who experienced or witnessed the incident
5. Time, Date, Location and Nature of the incident
6. Any additional comments or details

Additional information:

SPR will promptly and impartially investigate the facts and circumstances of any claim of inappropriate conduct or harassment in violation of the SPR Meetings Code of Conduct. SPR will make every effort to keep the reporting individual's concerns confidential and will not deliberately share personal information, other than as necessary to carry out the purpose of investigation. While complete confidentiality cannot be guaranteed, SPR will keep the investigation and its findings as confidential as possible for the circumstances. SPR can only investigate situations that arise at SPR meetings or other SPR-sponsored events. If a meeting participant experiences inappropriate conduct or harassment at the participant's own or another institution, at a place of work, at a

research facility, or online but not via SPR-sponsored channels that individual should contact the appropriate person or department responsible for addressing such conduct at that particular institution, facility or medium.