

**Statement of policy:**

It is the policy of the American Society for Photobiology that all persons involved in society activities will enjoy an environment free from all forms of discrimination, harassment and retaliation. As a professional society, the ASP is committed to providing an environment that encourages the free expression and exchange of scientific ideas. In pursuit of that ideal, the ASP is dedicated to the philosophy of equality of opportunity and treatment for all persons involved with the society regardless of gender, race, ethnic origin, religion, age, marital status, sexual orientation, disabilities or any other reason not related to scientific merit. Harassment, sexual or otherwise, is a form of misconduct that could undermine the integrity of our society. 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 person. Consequently, individuals must use discretion to insure that their words and actions communicate respect for others. This is especially important for those in positions of authority since individuals with lesser rank or status may be reluctant to express their objections or discomfort regarding unwelcome behavior.

**Definition of other harassment:**

Harassment based on any other protected characteristic is also strictly prohibited. This can include slurs, negative stereotyping or distribution of written or graphical material that denigrates an individual or group.

**Scope of policy:**

This policy applies to all persons including scientists, students, guests, staff, contractors and exhibitors involved in ASP activities such as scientific sessions at meetings, tours and social events.

**Reporting an incident:**

Any individual covered by this policy who believes that he or she has been subjected to harassment should contact any member of the Executive Committee which includes the President, the past-President, the President-elect, the Treasurer and the Secretary. He or she 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:**

1. The Executive Committee will appoint two persons to investigate the incident.
2. In most cases, the complainant will be interviewed first and will be asked to file a formal, written complaint.
3. The details of the complaint should be explained to the alleged offender by the investigators.
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, witnesses will be interviewed. If there are no witnesses, both parties will have the opportunity to bring forward persons with whom they discussed the incident
6. When the investigation is complete, the investigators will report the findings to the President who, in conjunction with the rest of the Executive Committee, will determine the disciplinary action.

**Retaliation is prohibited:**

The ASP 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 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 verbal warnings to ejection from the meeting or activity in question, without refund of registration fees, or being banned from future society activities. If the behavior warrants, the Executive Committee retains the right to terminate the membership of the offender.

**Acknowledgment:**

This policy borrowed elements from the one originally crafted by the American Astronomical Society.