

## SOCIETY FOR INDUSTRIAL AND ORGANIZATIONAL PSYCHOLOGY ANTI-HARASSMENT POLICY<sup>1</sup>

Harassment creates a hostile environment that reduces the quality, integrity, and pace of our profession. It marginalizes individuals and communities, damages productivity and career advancement, and prevents the healthy exchange of ideas. Thus, all members of the SIOPI community are expected to:

- Hold themselves to the highest standards of professional behavior, with honesty and integrity, and treat others with equity, fairness, and respect.
- Contribute to an environment that is welcoming, inclusive, safe, open, and professional.
- Comply with all SIOPI policies related to harassment and retaliation.
- Comply with all local, state, and federal laws and regulations.

Note that relationships in academia and in professional practice often involve asymmetries in authority, in which one individual (such as a graduate student advisor or intern supervisor) has a great deal of influence on the career outcomes of another (such as a graduate student or intern). We should all be sensitive to the power differentials inherent in these relationships and the additional care and responsibilities they require.

### Policy Scope

This policy applies to all persons involved in any way in SIOPI activities, including – but not limited to – SIOPI members, SIOPI staff<sup>2</sup>, and SIOPI meeting participants (including meeting registrants, speakers, family members, guests, contractors, exhibitors, vendors, volunteers, industry representatives, and members of the media). It applies to misconduct committed in any venue or activity connected to SIOPI, including conferences, business meetings, workshops, tours, receptions, and other social events. This includes formal and informal settings, such as bars, elevators, and hallways of conference hotels. It applies to harassment and retaliation (defined below) instigated in any way – in person, in writing, via telephone or text message, through social media, or any other means.

### What Behavior is Prohibited?

This policy prohibits harassment of any kind, as well as retaliation against those who complain about harassment or participate in harassment investigations.

*Harassment* refers to unwanted, unwelcomed, demeaning, abusive, humiliating, or offensive behaviors. This policy covers verbal, visual, physical, and electronic harassment. It encompasses both identity-based harassment (e.g., based on sex, gender, race, ethnicity, sexual orientation, or any other social identity) and identity-blind harassment (that is, generic

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<sup>1</sup> Approved by the SIOPI Executive Board April 23, 2020. Next review due April 2025.

<sup>2</sup> This policy does not cover actions of SIOPI staff toward other SIOPI staff, SIOPI members, SIOPI volunteers, and other non-staff who participate in SIOPI meetings. Such staff behavior would be addressed through policy within the SIOPI personnel policies manual. Mistreatment committed *against SIOPI staff* by SIOPI members, volunteers, etc., however, does fall within the purview of this policy.

harassment tied to no particular identity, such as bullying). Examples of such behavior include, but are not limited to, the following:

- Derogatory verbal behavior such as epithets, slurs, or negative stereotyping.
- Physical or verbal threats.
- Outbursts of anger, shouting, or profanity directed toward others.
- Comments, jokes, gossip, gestures, or criticisms that have the effect of disparaging or humiliating others.
- Circulation or display of written or graphic material that sexually objectifies, denigrates, or shows hostility or aversion toward an individual or a group.
- Unwanted sexual advances, pressure for dates or sexual favors, and other verbal or physical harassment of a sexual nature.
- Behaviors that exclude, silence, isolate, undermine, or sabotage an individual
- Physical assault of any kind.

*Retaliation* refers to negative social or professional actions – or threats of negative actions – taken against those who complain about harassment, provide evidence of harassment, or participate in investigations of harassment. Retaliation can take many forms, including the harassing actions described above. It may seek to interfere with an individual's job or education (e.g., denying a strong reference despite strong performance, removing resources or opportunities for advancement). Retaliation may also aim to interfere with an individual's interpersonal relations with others (e.g., ostracism, name-calling, rumor-spreading).

### **What if Such Behavior Occurs?**

Anyone who believes harassment or retaliation is taking place (against anyone) might opt to ask the offender(s) to stop, if they feel comfortable and safe doing so. Alternatively, or in addition, misconduct may be addressed through informal discussions with a SIOP Ombudsperson, attempts at informal resolution, and/or a formal complaint process (detailed below).

Note that informal discussions with an Ombudsperson and attempts at informal resolution are not required before pursuing a formal complaint. At any time, a concerned party/parties may lodge a formal complaint. In addition, they may address their concerns outside the SIOP organization by reporting to law enforcement at any time.

To the extent possible, anyone experiencing or witnessing potential harassment or retaliation should keep detailed records of all relevant incidents, including dates, places, photographs, electronic messages, notes, and names of potential witnesses.

### **Informal Discussions with a SIOP Ombudsperson**

Anyone in the SIOP community may discuss concerns about possible harassment or retaliation with one of the SIOP Ombudspersons<sup>3</sup>. Concerns may be shared anonymously, but further details (e.g., names of those involved) may be needed should the concerned party/parties want SIOP to take action.

The primary function of SIOP Ombudspersons is to offer advice that is informal, impartial, and independent. They do not make decisions or judgments. They can advise on options for

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<sup>3</sup> SIOP Ombudspersons are SIOP members who have received special training on harassment, options for informal resolution and formal complaint under this policy, and the role of an ombud.

informal resolution and formal complaint, explaining the complaint processes detailed below. If requested to do so by the concerned party/parties, ombudspersons can assist with mediation or informal resolution. It will be up to the concerned party/parties to decide whether and how to pursue such options.

SIOPI Ombudspersons will not disclose confidential information unless (1) given express permission by the person who disclosed the information, (2) there is an imminent threat of harm to self or others, (3) there is suspected abuse of a minor, or (4) as otherwise required by law or court order.

### Informal Resolution Options

If a concerned party expresses to a SIOPI Ombudsperson an interest in pursuing informal resolution, that can potentially take a range of forms, including but not limited to:

- *Communicate concerns verbally to the alleged offender(s)* – either a concerned party or Ombudsperson can verbally advise the alleged offender(s) that their behavior is unwelcomed and must cease. The Ombudsperson can provide a copy of this policy to the alleged offender(s). If requested, the Ombudsperson can make every effort to protect the identity of the concerned party, to the extent feasible.
- *Communicate concerns in writing to the alleged offender(s)* – either a concerned party or Ombudsperson can issue a written statement to the alleged offender(s) informing them that their behavior is unwelcomed and must cease. The Ombudsperson can provide a copy of this policy to the alleged offender(s). If requested, the Ombudsperson can make every effort to protect the identity of the concerned party, to the extent feasible.
- *Facilitate a conversation* among all parties – at the request and consent of a concerned party, the SIOPI Ombudsperson can assist in scheduling and facilitating a conversation among all parties involved, attempting to bring them to a mutual resolution of the matter.

### Formal Complaints

**Statement of Complaint.** At any time, anyone in the SIOPI community may file a formal complaint of harassment and/or retaliation. The complaint may be verbal or written, but all complainants will be encouraged to put their formal complaints in writing. These complaints may be submitted to any of the following individuals:

- SIOPI Diversity and Inclusion Officer
- SIOPI President
- SIOPI President-Elect
- SIOPI Immediate Past-President
- SIOPI Executive Director

If all of the individuals listed above are implicated in the complaint, or if these individuals are too closely connected to the matter or to the alleged offender(s), complainant(s) may opt to submit their written complaints to another member of the SIOPI Executive Board.

The formal statement of complaint should include the following:

- Name(s) of complainant(s), alleged offender(s), and potential witnesses if any.

- Detailed description of the conduct that forms the basis of the complaint.
- Any supporting evidence, if available, such as photographs, electronic messages, notes, or witness statements (such evidence is not required, however, to file a formal complaint).

The complaint will be referred immediately to the Emergency Action Committee<sup>4</sup> (EAC), together with the Diversity and Inclusion Officer, excluding anyone implicated in the complaint.

**Conflict of Interest.** Executive Board members, including those comprising the EAC, will recuse themselves from all discussions and decisions surrounding a complaint if they are a party to the complaint or have any conflict of interest with respect to any of the parties involved. Conflicts of interest are defined based on:

- Family relationships (blood or by marriage, adoption, domestic partnership, or cohabitation).
- Strong personal relationships (significant other, close friendship, etc.).
- Employee/employer relationships.
- Mentoring relationships (in contexts such as education, internship, or employment), either current or within the last five years.
- Significant collaboration (project co-investigators, substantive co-authorship, active consultancy, grant or contract, etc.), either current or within the last five years.
- Financial gain – potential or actual.

**Two Complaint Options.** A member of the EAC or the Diversity and Inclusion Officer will contact the complainant(s) to determine whether they wish to pursue a Level 1 or Level 2 complaint. The following distinctions will be explained:

- Level 1 complaint: triggers a full investigation, following the procedures detailed below.
- Level 2 complaint: the statement of complaint and any supporting evidence are stored in a secure and confidential manner with the SIOB Administrative Office, but trigger no investigation. However, if the Administrative Office has record of a prior formal complaint against the same alleged offender(s)--or if such a complaint is filed subsequently--the Level 2 complainant(s) will be notified of this fact and asked if they wish to elevate their complaint to Level 1. Complainant(s) will have the option of elevating a Level 2 complaint to a Level 1 complaint at any time, requesting a full investigation. In cases of multiple individuals filing a single Level 2 complaint, that particular complaint cannot be elevated to Level 1 without the express consent of all complainants (any of those complainants, however, may file their own separate Level 1 complaint).

**Investigation.** Within fifteen (15) business days following receipt of a Level 1 complaint, SIOB will engage an external consultant (often an attorney) to investigate the claim. This investigator will be a neutral outside party, not a present or past member of SIOB.

In most cases, this investigator will begin by reviewing the formal complaint and interviewing the complainant(s) and alleged offender(s). The investigator will also interview those named as witnesses, if any, as well as any other individuals likely to have relevant information.

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<sup>4</sup> According to Article IV, Section 3 of the SIOB Bylaws, the Emergency Action Committee (EAC) may take action on urgent matters on behalf of the Executive Board. The EAC consists of a subset of Executive Board members.

The alleged offender(s) will have the right to supply any information or evidence they deem relevant to the investigation. If the alleged offender(s) do not respond within fifteen (15) business days of being contacted by the investigator, the investigation can continue without their participation.

When the investigation is complete, the investigator will provide a written report of findings and supporting evidence to the SIOF Executive Board. The investigator will make every effort to issue this report within ninety (90) business days from the date of engagement, with extensions permissible if extenuating circumstances require additional time. The Executive Board must keep the investigator's report confidential, and the findings may not be discussed outside of Executive Board meetings.

**Determination of Sanctions, Education, or Training.** Upon receipt of the investigator's report, the Executive Board will meet to decide (1) whether this policy has been violated, and if so, (2) what sanctions, education, and/or training should follow. Sanctions for violation of this policy should be proportionate to the underlying offense, applied swiftly, and applied consistently across different cases of similar offenses. More severe penalties may be warranted when retaliation occurs following an initial complaint or when offenses are repeated. Sanctions, in increasing severity, may include but are not limited to the following:

- Written reprimand or warning.
- Completion of training (e.g., sexual harassment training) as a term of continued SIOF membership.
- Removal from a SIOF volunteer position.
- Temporary or permanent suspension from publishing in SIOF journals and other publications.
- Temporary or permanent suspension from attendance at SIOF-sponsored meetings and/or events.
- Temporary suspension of SIOF membership.
- Permanent expulsion from SIOF.
- Revocation of SIOF honors and awards, including SIOF fellowship.

Once final decisions are made regarding policy violations and sanctions, a member of the Executive Board will promptly share an oral summary of investigation findings and sanction decisions with the complainant(s) and alleged offender(s), ensuring transparency of process.

**Appeals.** After receiving a summary of findings and decisions, the alleged offender(s) will have up to 15 (fifteen) business days to file an appeal with the SIOF President (or the EAC, if the President is implicated in the complaint or has been recused for any reason). The appeal must be based on new evidence or reconsideration of existing evidence and must include a written narrative justification for the appeal.

The SIOF President (or EAC, if the President is implicated or recused) will appoint an Appeals Panel to adjudicate the appeal, consisting of three SIOF members who are not implicated in the complaint and have no conflicts of interest with respect to any of the parties involved.

One member of the Appeals Panel will contact the original complainant(s) to make the fact known that an appeal has been filed. Complainant(s) will then have up to fifteen (15) business days to provide a written response, if they so choose; a complainant response is not required, however, for the appeal to proceed.

The Appeals Panel will review all documentation from the original complaint and the appeal process, and will make one of four recommendations to the Executive Board:

- Uphold the determination of policy violation and decision on sanctions;
- Uphold the determination of policy violation, but revise the sanctions;
- Revise the determination of policy violation and revise the sanctions;
- Refer the case back to the external investigator for further investigation.

If asked to reopen the investigation, the investigator will receive all documentation from the appeal, interview/re-interview individuals as needed, and submit a second written report of findings to the Executive Board.

Upon receipt of the Appeals Panel recommendation and (if requested) second investigation report, the Executive Board will again meet to decide (1) whether this policy has been violated, and if so, (2) what sanctions, education, and/or training should follow.

Once the appeal process is concluded, a member of the Executive Board will promptly share an oral summary of findings and sanction decisions with the complainant(s) and alleged offender(s).

**Closure and Double Jeopardy.** Once action has been taken by SIOB following a formal complaint under this policy, that complaint is considered closed with the exception of a single appeal. The same complaint may not be pursued independently through another SIOB process after a decision is made or after an appeal is concluded.

**Confidentiality.** Any communication or information gathered in any case is confidential except to the extent that disclosure is necessary to (1) implement this policy or (2) undertake disciplinary or remedial steps arising from a complaint made under this policy. All of those involved should treat all documents and details with the highest degree of confidentiality throughout and after the complaint process. Failure to do so would be cause for removal from a leadership position and potentially other sanctions depending on the circumstances.

All SIOB volunteers (e.g., members of the Executive Board, Appeals Panel) who have documentation surrounding a complaint, investigation, or appeal on their personal devices will destroy all such documentation.

**Tracking of Allegations and Decisions.** All records surrounding a formal complaint, including investigatory reports and evidence, will be submitted to the SIOB Administrative Office and maintained in a secure and confidential manner.

### **Immediate Action by SIOB Leadership**

In cases where the SIOB Diversity and Inclusion Officer, President, and/or Executive Director learns of a possible policy violation and believes that immediate action must be undertaken (e.g., a hostile individual must be removed to ensure the safety of an event), they may take such action. Whatever action is taken must be documented in writing, including a justification and explanation of the emergency, and submitted to the SIOB Executive Board. The Executive Board will then decide what (if any) follow-up action the situation warrants.

### **Retaliation**

SIOF prohibits retaliation (as defined above) against any person for submitting or participating in a complaint or investigation, or for expressing an intention to complain under this policy. Such retaliation will be grounds for a complaint under this policy.

### **Misconduct at Other Organizations**

When SIOF learns through court documents or the public findings of other organizations (e.g., law enforcement, employers) that a member has been formally found responsible for misconduct prohibited by this policy, the Executive Board may consider its own sanctions. For instance, if the SIOF Executive Board learns that a member has been convicted of sexual or physical assault, it may wish to suspend the privilege of attending SIOF events, revoke SIOF fellowship and other awards, and/or terminate SIOF membership.

### **Disclosure of Potential Nominee Misconduct**

When individuals are nominated for SIOF offices, awards, recognitions, or fellowship, they are required to self-disclose if any organization, including SIOF (1) is currently investigating them, or (2) has in the past found them responsible for misconduct prohibited by this policy.

When individuals nominate others for SIOF offices, awards, recognitions, or fellowship, the nominators must disclose whether any organization, including SIOF, to their knowledge (1) is currently investigating their nominee, or (2) has in the past found their nominee responsible for misconduct prohibited by this policy.

If a nominee or nominator discloses a current investigation or past finding of responsibility for misconduct prohibited by this policy, that information will be relayed to the SIOF leadership in charge of that particular nomination process (e.g., in the case of a fellowship nominee, the information will be relayed to the Fellowship Chair Trio). What follows will be left to the discretion of that leadership, in consultation with the relevant Portfolio Officer or, if no Portfolio Officer is directly relevant, the Presidential Trio.

### **Communications**

This policy will be widely publicized (e.g., posted on the SIOF website, displayed throughout conference venues, published in meeting programs) so that all SIOF members, staff, and others who are part of SIOF activities are aware of it. Names and contact information of individuals to whom concerns or complaints may be addressed (i.e., SIOF Ombudspersons, Executive Board Members, Executive Director) will be publicized alongside the policy.

A summary report of formal harassment complaints and their dispositions, removing all identifying details, will be made available to the SIOF membership annually. These summary reports will keep the community informed and demonstrate that SIOF takes this policy and complaints filed under it seriously. The reports will be written to protect the identities of all individuals involved in complaints, while also providing minimal descriptions and statistical summaries. If there have been too few complaints in a given year to summarize them without revealing the identities of the parties involved, SIOF may aggregate across multiple years in creating the summary report.