

Society of American Archivists

Code of Conduct and Equal Opportunity/Non-Discrimination Policy

Proposed Revisions for Member Comment June 2019

Per the standard review cycle, the SAA Council has just reviewed the SAA Code of Conduct and the Equal Opportunity/Non-Discrimination Policy and proposed the following revisions, indicated below (underline=addition, strikethrough=deletion).

Please submit any comments or further revisions by adding a comment to the news item webpage or by emailing saahq@archivists.org no later than Friday, June 21.

SAA Code of Conduct*

About SAA

SAA does not tolerate harassment in any form. In keeping with the core principles stated in its [Code of Ethics for Archivists](#) and [Equal Opportunity/Non-Discrimination Policy](#), the Society of American Archivists is committed to providing a harassment-free environment for its members and others who participate in its conferences, events, meetings, formal mentoring relationships, and online spaces, regardless of age, color, ~~ered~~ beliefs, ~~disability~~ ability, family relationship, gender identity/expression, individual lifestyle, marital status, national origin, physical appearance, race, religion, sex, sexual orientation, or veteran status.

How to Be

As written in the SAA Code of Ethics, “Archivists cooperate and collaborate with other archivists and respect them and their institutions’ missions and collecting policies. In their professional relationships with donors, records creators, users, and colleagues, archivists are honest, fair, collegial, and equitable.”

Harassment is any verbal, non-verbal, or physical contact intended to threaten, intimidate, silence, or coerce. The following types of harassment are prohibited and may include, but are not limited to:

- Abusive or derogatory verbal comments, slurs, epithets, and/or discriminatory images in public and online spaces;

- Threats or acts of violence;
- Deliberate intimidation, stalking, or following;
- Harassing photography or recording;
- Purposeful and repeated acts of misgendering;
- Sustained verbal and physical disruption of talks or other events; and/or
- Inappropriate physical contact and unwelcome sexual attention.

All SAA members, as well as all attendees, speakers, presenters, and exhibitors at any SAA-sponsored event, are subject to the Code of Conduct and agree to acknowledge and abide by the Code of Conduct when they register for an event (including the SAA Annual Meeting) and/or when they join or renew their membership in SAA.

~~Harassment may include abusive verbal comments and/or discriminatory images in public spaces, deliberate intimidation, stalking, harassing photography or recording, sustained disruption of talks or other events, inappropriate physical contact, and unwelcome sexual attention.~~

What to Do

If you are being harassed or are a bystander when someone else is being harassed, you may contact SAA staff or the presiding instructor immediately.¹

If you feel that you are in immediate danger at any time during an SAA Annual Meeting or event, contact law enforcement (by dialing 911) or the facility front desk without delay.

~~If you are not in immediate danger but feel that you are being harassed or that someone else is being harassed, or if you have other concerns, please contact the SAA Executive Director immediately.~~

At During the SAA Annual Meeting: Go to the Onsite Registration Desk and ask the SAA staff member ~~there to contact the Executive Director~~ for assistance and/or locate the SAA Executive Director. You may be asked ~~for~~ to provide a cell phone number at which the Executive Director can reach you. You may also submit an anonymous Code of Conduct violation form online at [hyperlink forthcoming], contact the SAA Headquarters office at saahq@archivists.org, write to the SAA Executive Director privately, or call our 24-hour voicemail line at [number forthcoming].

At During Other SAA Events/Meetings: Discuss your concerns with the presiding SAA leader officer or instructor and/or contact the SAA Executive Director at 866-722-7858

¹ Reviewing bystander intervention techniques can be helpful in case you find yourself in a position to safely and visibly interrupt a situation in which someone is being targeted for harassment. See Additional Resources for more information.

or nbeaumont@archivists.org submit an anonymous Code of Conduct violation form online at [\[hyperlink forthcoming\]](#), contact the SAA Headquarters office at saahq@archivists.org, write to the SAA Executive Director privately, or call our 24-hour voicemail line at [\[number forthcoming\]](#).

In SAA Online Spaces: Contact the administrator or ~~the SAA Executive Director~~ submit an anonymous Code of Conduct violation form online at [\[hyperlink forthcoming\]](#), contact the SAA Headquarters office at saahq@archivists.org, write to the SAA Executive Director privately, or call our 24-hour voicemail line at [\[number forthcoming\]](#).

To report incidents *after* a conference, event, or meeting, submit an anonymous Code of Conduct violation form online at [\[hyperlink forthcoming\]](#), contact the SAA Headquarters office at saahq@archivists.org, write to the SAA Executive Director privately, or call our 24-hour voicemail line at [\[number forthcoming\]](#).

Content presented at SAA conferences or meetings or online may at times deal with sensitive subject matter, ranging from visually sensitive historical material (such as images related to acts of genocide) to sexually explicit language or images (such as in archival letters, nude photographs, or film or audio recordings). This policy is not intended to constrain scholarly or professional presentation, discourse, or debate, as long as these exchanges are conducted in a respectful manner.

What SAA Will Do

SAA takes your privacy and safety seriously. If you submit an inquiry detailing a possible violation of the Code of Conduct, you will receive an email confirmation to verify that your request was received. If you indicate that you are willing to be contacted, SAA staff may reach out to you.

Conference, event, meeting, and online participants who are asked to stop any harassing behavior are expected to comply immediately.

Those ~~Anyone~~ who violates ~~these rules~~ the Code of Conduct at a conference, event, or meeting may be expelled ~~from that event~~ by the SAA Executive Director. Those who violate the Code of Conduct in an online space may be denied access ~~to the online space~~ at the discretion of the administrator or the SAA Executive Director.

The SAA Executive Committee or the Council, at its discretion, may ~~banned~~ violators from attending a specific SAA event, including ~~attendance at the Annual Meeting~~, or from participating in governance activities, awards competitions, or other SAA programs. ~~participation in/at a members' meeting, competition, or awards; and/or the Society altogether.~~ or If an SAA member has failed ~~in a~~ materially or to a serious degree to observe the Code of

Conduct, their membership in the Society may be terminated or suspended based on a good faith determination by the SAA Executive Committee.

Persons who have been expelled or denied access may appeal to the SAA Executive Committee.

All reports and inquiries will be handled in confidence with the SAA Executive Committee and/or the SAA Council.

Additional Resources

SAA suggests the following online resources² for victims seeking additional support including mediation or legal action, and for bystanders who observe harassment.

American Friends Service Committee

Bystander Intervention

<https://www.afsc.org/bystanderintervention>

Anti-Violence Project

www.avp.org

212-714-1141

BetterBrave

www.betterbrave.org

Crime Victims Treatment Center

www.cvtcnyc.org

212-523-4728

Equal Rights Advocates

www.equalrights.org/legal-help/know-your-rights

415-621-0672

Hollaback! Bystander Intervention Resources

<https://www.ihollaback.org/resources/bystander-resources/>

Hogg Foundation

Language Matters in Mental Health

<https://hogg.utexas.edu/news-resources/publications/language-matters-in-mental-health>

Human Resources for the Arts

www.hrforthearts.org

² This list of resources, while not exhaustive, is drawn heavily from the XFR Collective (<https://xfrcollective.wordpress.com/code-of-conduct/>).

800-606-3651

National Sexual Assault Hotline
800-656-HOPE (4673)

National Street Harassment Hotline
855-897-5910

Project Callisto
www.projectcallisto.org

Public Theater's Sexual Misconduct Resources
www.publictheater.org/Sexual-Misconduct-Resources/

Safe Horizon
www.safehorizon.org
212-227-3000
help@safehorizon.org

Southern Poverty Law Center
Bystander Intervention Guide
<https://www.splcenter.org/20171005/splc-campus-guide-bystander-intervention>

* This policy is based on *US OpenGLAM Friendly Space Policy* (https://meta.wikimedia.org/wiki/US_OpenGLAM_Launch/Friendly_space_policy), which in turn is based on the *Geek Feminism Wiki sample policy* (http://geekfeminism.wikia.com/wiki/Conference_anti-harassment_policy).

~~** See particularly “Archivists cooperate and collaborate with other archivists, and respect them and their institutions’ missions and collecting policies. In their professional relationships with donors, records creators, users, and colleagues, archivists are honest, fair, collegial, and equitable.”~~

Adopted by the SAA Council: July 2014; reviewed May 2016. The Council agreed to review every three years this document, SAA's Statement on Diversity (January 2014), and SAA's Equal Opportunity/Non-Discrimination Policy (January 2013). Last Reviewed: May 2016 2019.

Equal Opportunity/Non-Discrimination Policy

The Society of American Archivists is a professional organization established to serve the educational and informational needs of its members. SAA promotes cooperation, research, standards, public awareness, and relations with allied professions and thereby advances the identification, preservation, and use of records of enduring value. Because discrimination and unequal treatment are inimical to the Society's goals, SAA hereby declares that discrimination on the grounds of age, color, ~~ered~~ beliefs, ~~disability~~ ability, family relationship, gender identity/expression, individual lifestyle, marital status, national origin, race, religion, sex, sexual orientation, or veteran status is prohibited within the Society. SAA will vigorously pursue a policy of non-discrimination and equal opportunity through its programs, activities, services, operations, employment, and business contracts.

Adopted by the SAA Council in January 1992; updated February 2009; reviewed and reaffirmed in February 2010 and January 2011, 2012, and 2013; updated May 2016. The Council agreed to review every three years this document, SAA's Statement on Diversity (January 2014), and SAA's Code of Conduct (July 2014). Last Reviewed: ~~May 2016~~ May 2019.