



# Societas Liturgica

## Professional Conduct Policy

The members of Societas Liturgica (SL) constitute an international community of liturgical scholars, educators and practitioners, promoting the study and development of liturgy and worship in an ecumenical forum.

While freedom of inquiry is at the heart of this enterprise, such freedom carries with it the responsibility of professional conduct. As a learned society, SL requires professional conduct of its members that is free from all forms of harassment and discrimination as they participate in SL meetings and events. Moreover, as members and representatives of communities of faith, we expect conduct from each other consistent with those faith commitments.

*Professional conduct* includes, but is not limited to, conduct based on respect for others which does not exploit power and/or status differences such as those that exist between academic staff and students, between senior and junior colleagues, between employers and those seeking employment, or between those who grant access to publication or presentation and those who seek such access. It also includes conduct based on respect in peer to peer relationships.

*Discrimination* results from making distinctions, whether intentional or not, relating to personal characteristics of an individual or group, which have the effect of imposing burdens, obligations, or disadvantages on such an individual or group not imposed on others; or which withholds or limits access to opportunities, benefits and advantages available to other members of SL. Members and others attending SL meetings, activities, or events shall not discriminate on the basis of age, disability, gender reassignment, being married or being in a civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

*Harassment* is any conduct that (i) has the effect or purpose of creating a hostile or intimidating environment; or (ii) has the effect or purpose of offending or demeaning a person or group of persons; or (iii) which functions, implicitly or explicitly, to limit participation in a professional program, activity, or opportunity. It is also the case that the victim of harassment can be anyone affected by the offensive conduct, not just the individual at whom the conduct is directed. In other words, what one or two persons may consider joking around may be unwelcome and offensive to a bystander.

*Sexual harassment* includes unwelcome sexual advances, requests for sexual favours, and other verbal comment or physical conduct of a sexual nature by a person who knows or ought to know that such conduct is unwanted, including situations in which (i) the request or conduct involves any implied or expressed promise of professional reward for complying; or (ii) the request or conduct involves any implied or expressed threat of reprisal or denial of opportunity for refusing to comply; or (iii) the request or conduct results in what reasonably may be perceived as a hostile or intimidating environment. Sexual harassment refers to behaviour that reasonably situated persons would regard as unwelcome and as personally intimidating, hostile, or offensive. It does not refer to occasional compliments of a socially acceptable nature or consensual personal and social relationships without a discriminatory effect.

SL is committed to the creation and maintenance of a discrimination- and harassment-free environment in all of its meetings, events, and activities. The professional conduct of all members who participate in such activities is essential for preserving this standard. SL also commits to not tolerating harassment by or towards all third parties involved in its activities, including contractors, vendors, volunteers, or guests.

## **Reporting**

Any person who wishes to report a possible violation of the SL Professional Conduct Policy at an SL meeting, event, or activity, should promptly contact the SL Secretary, the SL President, or the SL President-elect. If any participant in an SL meeting, event or activity is found to be acting in a harassing or discriminatory manner, the SL Officers and Executive Committee may take any action they deem appropriate, including, but not limited to, warning the offender or asking them to leave the event, meeting, or activity. The SL Officers and Executive Committee will endeavour to provide appropriate support for anyone who is affected by harassing behaviour, and to help all participants feel safe at SL meetings, events, and activities.

Any person who has experienced a serious verbal threat or any physical assault should contact the police immediately.

## **Records**

All records pertaining to professional misconduct allegations, including any notes made, will be scanned and stored in the SL electronic file storage system. Any original paper copies will be confidentially retained by the SL Secretariat. Both electronic and paper records will be stored until the later of the following: five years after the complaint was made, until the parties are no longer affiliated with SL, or such other later period as may be required by law. It is intended that the SL Secretariat will periodically review its files for ones that are outside this retention period, so that these files can be destroyed. These records are SL's confidential work-product and not available to other entities except where provided otherwise by law.