

# OZSW code of conduct and complaints procedure

This document applies to all OZSW activities, all related correspondence, and all social gatherings associated with those activities. The 'we' in the code of conduct are the organizers, speakers, and attendees of OZSW activities. They are therefore expected to read and respect this document.

OZSW activities always have an institutional host. This is often one of its founding partners. The host's code of conduct and similar protocols automatically also apply to any OZSW activity.

Each OZSW activity has its own organizer(s). They are present for the duration of the activity. Employees of the OZSW office and member of the OZSW board are generally not present during activities. The organizers of an activity are therefore the primary point of contact for all matters relating to the code of conduct below.

## 1. Code of conduct

### **1.1 Basic principles**

We want OZSW activities to be rewarding scholarly experiences for everyone involved. They should be lively intellectual exchanges in an open and welcoming atmosphere. We thus hold the following principles in the highest regard:

- We treat others with kindness and respect.
- We present our knowledge and views in an open and engaging way.
- We take an interest in the knowledge and views of others.
- We focus discussions on ideas rather than on individuals.

Conversely, we find the following behaviours utterly unacceptable:

- Bullying, ridicule, and other forms of intimidation.
- Racism, sexism, and other forms of discrimination.
- Physical or verbal (sexual) harassment or violence.

### **1.2 Power and difference**

We acknowledge that hierarchies and power dynamics are ineliminable features of academic settings. We recognize that differences in expertise, seniority, rank, reputation, background, and style are constitutive parts of our academic community, and that these can have positive as well as negative effects.

We strive to make these differences enrich our intellectual exchanges and social interactions. Our differences are at their best when they help us empower and enthuse each other. Conversely, we work to prevent these differences from posing obstacles to the intellectual and social inclusion of others.

### **1.3 Sources and acknowledgements**

We give credit where credit is due. We mention our own sources so that others can find and read them as well. We acknowledge other participants when we restate or expand on what they have already contributed.

#### **1.4 Recording and sharing**

We only make audio recordings, videos, or images if we have explicit permission from everyone involved. We only use or share the materials of others if we have their explicit permission.

#### **1.5 Unacceptable behaviour**

We speak up when we witness or experience unacceptable behaviour. If this is unsafe or impossible for whatever reason, we notify an organizer and ask them to intervene. Speaking up or having an organizer intervene ideally leads to a conversation about what is going wrong. Again ideally, this conversation results in consensus on how to proceed for the remainder of the activity.

If no consensus can be achieved, how to proceed is up to the organizer(s). Organizers have the right to remove persons from the activity and to deny them further access. If this happens, they send an incident report to the OZSW office.

If the immediate safety of anyone at an activity is ever at risk, we mobilize whatever support is needed and available, be it campus security, medical personnel, law enforcement, or otherwise.

#### **1.6 For organizers**

As organizers...

- We address this document and its contents at the start of the (first) day.
- We explain any rules specific to the activity at the start of the (first) day.
- We explicitly state that we are a source of support if problems arise.
- We regularly ask participants how they are experiencing the activity.
- We take the initiative in conversations and actions to address unacceptable behaviour.

#### **1.7 Against hijacking**

Any code of conduct is vulnerable to abuse. For example, someone might claim that the basic principle of taking an interest in the views of others implies that conspiratorial views should also be given a platform. Likewise, someone might claim that being attentive to power dynamics means that having or lacking a certain position is in and of itself enough to demand agreement with one's views.

We understand that preventing such abuse is a collective task. We strive to preserve the spirit of this code and to prevent it from being warped by misguided literalism.

## **2. Complaints procedure**

### **2.1 Contacting us**

If you experience intimidation, discrimination, harassment, or violence in the context of an OZSW activity, please report this to the OZSW office by sending an email to [secretariaat@ozsw.nl](mailto:secretariaat@ozsw.nl). The OZSW office consists of the OZSW's secretary, assistant-director, and director.

The OZSW office treats your report as a call to action. To determine which steps to take, we will often need to consult with others, such as the organizer(s) of an activity or other relevant parties at the institute(s) involved.

**It is important that you explicitly indicate if anything in your report, such as your name or other specific content, should not be shared with parties outside the OZSW office.**

After receiving your report and before consulting with anyone outside the OZSW office, we will contact you to discuss the steps we intend to take. Barring extreme circumstances, we will only take these steps with your explicit permission.

If you do not feel comfortable sending a report to the OZSW office, then instead please contact another suitable party, such as a confidential advisor at your own institution and / or at the institution that hosted the OZSW activity.

## **2.2 Measures**

The OZSW is not the employer of the organizers, speakers, and attendees of its activities. Beyond partaking in discussions with relevant parties (see 2.1) about the measures that they can take, the range of measures available to the OZSW itself is restricted to:

- Denying someone access to the remainder of an OZSW activity in which you participate.
- Denying someone access to some or all future OZSW activities in which you participate.
- Denying someone access to all future OZSW activities and revoke their OZSW membership.

## **3. Acknowledgements**

This code of conduct was inspired by the code of conduct and social safety statement of the Dutch research school for archaeology (ARCHON) and by the code of contact of Radboud University's Feminist Pedagogies Circle (FemPeC).