RSA Anti-Harassment Statement

Responding to Violations

July 11, 2018

In line with the Research Society on Alcoholism (RSA) Anti-Harassment Statement, RSA is committed to providing an annual meeting and other educational venues that are free from harassment from anyone associated with the meeting, including attendees, sponsors, exhibitors, contractors, volunteer leaders, vendors, venue staff, and anyone with decision-making authority. Anyone who has experienced or witnessed an incident (the “Reporter”) that is perceived to violate the Anti-Harassment statement is encouraged to take some type of action in response to the individual who committed the act (the “Respondent”). Options include the following:

1. **Direct discussion with and feedback to the Respondent:** Although potentially uncomfortable, most professional codes of ethics encourage direct feedback as a first step in dealing with unprofessional behavior and RSA supports this approach.

2. **Informal consultation:** Discussion between the Reporter and a neutral concerned other is often useful in deciding what steps to take in response to the perceived violation. Consultation may occur with a colleague, mentor, or a designated member of the RSA Diversity Committee.

3. **Reporting a perceived violation:**
   a. All reports will be treated as confidential. No follow-up steps that require breaking confidentiality will be taken without the express agreement of the Reporter.
   b. All reports should be directed to the RSA Director, Debra Sharp
      i. Reports may be made through email (debbyrsa@sbcglobal.net), cell phone (512-422-4630) or in writing to above address
   c. Reports may be:
      i. Information-only with no follow-up requested
      ii. Request for follow-up action

4. **Responses to reports of perceived violations with requests for follow-up:**
   a. A Reporter is free to withdraw his or her report at any time
   b. If the Reporter does not withdraw the report, several steps will take place:
      i. The RSA Director will inform the President of RSA that a report has been filed, maintaining the confidentiality of the Reporter. The confidentiality of both the reporter and respondent will be maintained so that the President is not aware of either of their identities at this step.
      ii. The Director and President will decide whether the initial report warrants further investigation and whether an outside consultant should be engaged to conduct the investigation (“the investigator”) 
      iii. If further investigation is warranted, a more extensive interview will be conducted with the Reporter to obtain additional information about the perceived violation
iv. With the assent of the Reporter, the Respondent will be informed of the report of the perceived violation, and will be interviewed to obtain additional information.

v. Other relevant parties may be interviewed, and other supporting documents (if any) will be reviewed.

vi. Following the investigation, the investigator will make an initial determination about whether there was a violation of the anti-harassment policy and provide a report of the investigation to the RSA President/Executive Committee for review and final determination about the violation. This report will not include names or identifying information about either the Reporter or the Respondent.

5. Potential actions if the perceived violation is supported
   a. In general, responses should be graduated based on the severity of the violation and whether there have been previous reports about the same Respondent.
   b. Recommendations about possible actions will be provided by the investigator to the President/Executive Committee of the Board of Directors. These recommendations will specify the appropriate party to implement the recommendation.
   c. Options include:
      i. A mediated discussion between the Reporter and Respondent, only if the Reporter freely agrees
      ii. An educationally-oriented discussion with the Respondent
      iii. A formal, written statement to the Respondent that details the violation and expected changes in behavior
      iv. Review by the Executive Committee/Board of Directors and rescinding of the Respondent’s RSA membership
   d. The Respondent must be informed that retaliation in any form is not acceptable and will be investigated as a further violation of the RSA anti-harassment statement.

6. Bad faith reports
   a. If Reporter is determined to have acted in deliberate bad faith, the same set of sanctions can be applied to Reporter as to the Respondent.

7. Retaliation is prohibited
   a. Retaliatory behavior against the Respondent is subject to the same investigative steps and response options as the original perceived violation.

8. Confidentiality policy
   a. Confidentiality is preserved as much as possible and will only be violated if necessary to preserve the safety of RSA members, staff, and meeting attendees, or for legal reasons.

9. Reports of perceived violations by RSA officers or members of the Board of Directors
   a. If a Reporter identifies an RSA officer or member of the Board of Directors as the Respondent, the Director of RSA will inform the Chair of the RSA Diversity Committee.
   b. Together, the Chair of the Diversity Committee and Director of RSA will identify the appropriate RSA officer (for example, if the President is the Respondent, the Vice-President or President-Elect would fulfill the role of President as outlined in steps 4bii – 5a-d).
   c. In no case would the Respondent be involved in any discussions or decisions about an appropriate course of action.