



Council of State Archivists  
**Code of Conduct**  
Approved by CoSA Board of Directors  
April 9, 2024

## Code of Conduct

### Introduction

The success of the Council of State Archivists (CoSA) depends on the trust and confidence that is earned from its members, volunteers, employees, contractors, sponsors, programmatic partners, and vendors. CoSA gains credibility by adhering to its commitments, displaying honesty and integrity, and reaching goals through professional and honorable conduct.

### CoSA's Commitment to Non-Discrimination

The Council of State Archivists does not discriminate on the basis of age, color, creed, disability, family relationship, gender or gender identity/expression, individual lifestyle, marital status, national origin, physical appearance, race, religion, sex, sexual orientation, associational preference, or veteran status. The Council affirms that its policy of non-discrimination applies in all of its programs, activities, services, operations, employment, and business contracts. (CoSA Non-Discrimination Policy, amended April xx, 2024.)

### Prohibition on Harassment

CoSA is committed to providing a safe and welcoming environment in all of its conferences, events, meetings, and trainings, whether in-person or online, as well as in its online membership communities, social media, and other digital contexts. Abusive, offensive, and harassing behavior are prohibited, and any participant asked to cease such behavior is expected to comply immediately.

Violation of this code of conduct may result in expulsion from the activity at the discretion of the CoSA Executive Director or organizers. Persons who have been expelled or denied access may appeal to the CoSA Executive Committee.

The CoSA Executive Committee will investigate all reported violations of the Code of Conduct. In every instance where improper behavior is found to have occurred, the Executive Committee will take appropriate action, which may include a ban on participation in subsequent CoSA events for a specified period of time or in perpetuity.

### No Retaliation

It is contrary to the values of Council of State Archivists for anyone to retaliate against any board member, officer, employee, contractor, or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of Council of State Archivists. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. (CoSA Whistleblower Protection Policy, amended August 11, 2014)

## What to Do if You Are a Victim of or Witness to Abusive, Offensive, or Harassing Behavior

- **If you feel that you are in immediate danger at any time during an in-person CoSA event, contact local law enforcement by dialing 911** or the facility's front desk without delay.
- **At the CoSA Annual Meeting:** If you are not in immediate danger but feel that you are being harassed or that someone else is being harassed, go to the Onsite Registration Desk and ask the staff to contact the CoSA Executive Director. You may be asked for a cell phone number at which the Executive Director can reach you. If the event is in collaboration with another organization, the CoSA team member may also contact one of the Executive Directors of the other sponsoring organizations for assistance.
- **At other CoSA Events/Meetings/Trainings:** If you are not in immediate danger but feel that you are being harassed or that someone else is being harassed, discuss your concerns with the presiding officer or instructor and/or contact the CoSA Executive Director.
- **In CoSA Online Spaces:** Contact the CoSA Executive Director.

Contact information for CoSA Executive Director: 502-229-8222, [admin@statearchivists.org](mailto:admin@statearchivists.org)

If the CoSA Executive Director cannot be reached, contact a member of the CoSA Executive Committee.

## CoSA Employees and Contractors

CoSA may take disciplinary action against employees and contractors who fail to follow this Code of Conduct and its supporting policies and statements. Disciplinary actions will vary depending on the violation.

Possible consequences include:

- Reprimand.
- Suspension or termination.

CoSA reserves the right to take legal action in cases of unlawful behavior.

## Approval and Revision

*This policy was adopted by the Board of Directors of the Council of State Archivists on March 28, 2018, and amended on April 9, 2024.*