

## **The International Society for Neuroethology Inclusion and Diversity Committee**

### **Aims and Mission**

The Inclusion and Diversity Committee (IDC) of the International Society for Neuroethology (ISN) is responsible for promoting diversity within the membership and at our congresses, promoting the safety and inclusion of all individuals at ISN meetings and programs, and investigating reported violations of the ISN Code of Conduct.

### **Creation of the IDC as an ISN Presidential Committee**

The IDC will consist of five senior and two early-career ISN members. The ISN Executive Committee will nominate the IDC Chair as well as three Presidential appointments (people considered by the President to be demonstrably well merited on their track record for promoting diversity), respecting geographical and gender balance. The remainder three members will be recruited among ISN members by self-nomination in response to a call extended to the entire ISN membership. All IDC members shall be approved by the ISN Executive Committee. IDC members will serve a term of 4-6 years, with terms staggered to enhance continuity of the committee's activities. To achieve the staggered appointment pattern, appointments of the inaugural IDC Chair, 2 senior, and 1 early-career member will be for 6 years, and 4 years thereafter.

### **IDC General Functioning Guidelines**

The chair of the IDC will coordinate all the actions and report to the ISN Executive Committee, which has the final authority to endorse IDC recommendations. The IDC will be convened at the initiative of any of its members or whenever it is needed. All IDC members will receive training on how to conduct investigation processes to enforce the ISN Code of Conduct.

### **Guidelines for the Promotion of Diversity and Inclusion within the ISN**

The IDC will review and administer the Diversity in Neuroethology Award devoted to enhance the diversity of attendees of congresses or membership of the community as well as issue awards that recognize ISN members for their efforts in diversifying neuroethology through mentorship or outreach. The IDC will also organize events at congresses that promote the inclusion and well-being of trainees, including training sessions and social events.

### **Guidelines for Investigating Potential Violations of the ISN Code of Conduct**

The IDC will provide clear contact information through the ISN website as well as forms required to report violations of the ISN Code of Conduct during ISN activities. The IDC will determine which allegations are substantial and thus require investigation. The chair of the IDC will coordinate investigations of alleged misconduct. The IDC will have 90 days to complete its investigation and to provide a final report to the ISN Executive Committee, although the goal will be to conclude the investigation prior to the end of the congress at which the allegation was made. The report will include a summary of the alleged violation of the ISN Code of Conduct, a description of the investigation, a summary of the committee's discussion of the allegation, and the final recommendation. The ISN

Executive Committee will determine whether to accept and act on the IDC's recommendation, and any deviation from the IDC's recommendation will be explained and justified in writing.

The person who reported the allegation and the subject(s) of the allegation will be notified in writing that a complaint has been received and that an investigation is being conducted, and will be given an outline of the next steps that will be taken. The person who is the subject of the allegation will have the opportunity to respond to these allegations by providing information to the IDC. All investigations will be conducted under strict confidentiality when such confidentiality would not reasonably result in physical, professional, or psychological harm to any party and when the allegations do not pertain to criminal activity.

ISN members and participants in ISN activities who are found to have violated the ISN Code of Conduct may be subject to one or more of the following sanctions: written reprimand or warning, being asked to leave the congress, removal from ISN positions, suspension from presenting at ISN-sponsored meetings, suspension from attending future ISN-sponsored activities, suspension of ISN membership, permanent expulsion from the ISN, and/or denial or revocation of ISN grants and awards. These sanctions may be for a predetermined duration or permanent.

Any member of the IDC who has a personal or professional relationship with a party to an allegation (either accuser or accused) that may pose a potential conflict of interest, should disclose this information and recuse themselves from discussions and any actions related to the allegation. Documentation detailing recusals will be included in the final report.