



Process for BC Library Conference Code of Conduct Committee (CoC)

Approved by the BCLA Board: April 16, 2019

Steps for the Code of Conduct Committee (CoC)

When approached by a complainant determine if there is violent or potentially criminal behaviour involved and if so contact the President and/or Executive Director who will contact the police.

When a member of the CoC Committee has been contacted about a potential harassment that is not a violent or criminal incident they shall:

1. Complete the relevant sections of BC Library Conference Incident Report with the complainant. (Available on the BCLA Website)
2. Contact the alleged violator as soon as possible and relay the details of the complaint. The CoC Committee member does not identify the complainant.
3. Completes the relevant sections of the BC Library Conference Incident Report with the alleged violator's response.

The CoC Committee member does not facilitate or relay messages or apologies, or attempt to mediate a difference of opinion between the complainant and the alleged violator.

The discussion between the alleged violator and the CoC Committee Member should result in the termination of the behaviour that is in violation of the Code of Conduct. The discussion warns that the described behaviour must stop immediately and indicates that if the behaviour continues sanctions will be considered. If the behaviour does not stop, the CoC Committee member communicates with the full CoC Committee to determine further sanctions. Further sanctions include:

- Removal from participating in the event (if person is a speaker, volunteer, etc)
- Removal from the event (if the person is an attendee)
- Banning from future BC Library Conferences and BCLA events
- Recommendation to the BCLA Board to remove violator from the BCLA Membership



After the Committee has reached an agreement on the appropriate sanction to apply the BCLA Board President and incoming President will inform the violator, and will take the recommendation to the BCLA Board for ratification.

Communications and Confidentiality

The complaint, the alleged violator's response, and the sanctions imposed by the Code of Conduct Committee and the BCLA Board are confidential to the parties involved.

In the event of public commentary on the incident BCLA will promote the Code of Conduct and procedures. BCLA will not publicly comment on the details of the harassment, but can comment on the sanction applied without divulging names or details of the incident.

Documentation

BCLA will retain all records of the incident.

Acknowledgements

*BCLA gratefully acknowledges the work done by Code4lib, the Ontario Library Association, and CAPAL who's Codes of Conduct provided the foundation for the BCLA Conference Code of Conduct.