

# CASCA Sexual Harassment Policy

Sexual harassment in any form will not be tolerated at the CASCA Annual Meeting. Our culture is based on mutual respect and collaboration. CASCA will do what it takes to protect our members, staff, and other individuals from harassment, assault, and other misconduct while they are taking part in sponsored events and activities. Our objective is that all attendees feel safe and secure at CASCA's events.

This policy applies to every person attending regardless of gender, sexual orientation, function, seniority, status or other protected characteristics. This policy is supported by the [CASCA Statement on Harassment](#), released in July 2019.

All attendees of the CASCA Annual Meeting have access to the following resources for reporting incidents and the ensuing disciplinary action.

## What is sexual harassment?<sup>1</sup>

Sexual harassment has many forms:

- Insinuating, proposing, or demanding sexual favors of any kind;
- Invading another person's personal space (e.g., inappropriate touching);
- Stalking, intimidating, coercing or threatening another person to get them to engage in sexual acts;
- Sending or displaying sexually explicit objects or messages;
- Commenting on someone's looks, dress, sexuality or gender in a derogatory or objectifying manner or a manner that makes them uncomfortable;
- Making obscene comments, jokes or gestures that humiliate or offend someone; and/or
- Pursuing or flirting with another person persistently without the other person's willing participation.

The most extreme form of sexual harassment is sexual assault. This is a serious crime and we will support those who want to file complaints against offenders with local authorities.

## Our rules on sexual harassment

- No one has the right to sexually harass anyone else.
- Sexual harassment is never too minor.
- Sexual harassment is about how we make others feel.
- We assume every sexual harassment claim is legitimate unless proven otherwise.
- We will not allow further victimization of harassed individuals.
- Those who perpetrate harassment are responsible for their actions, regardless of whether or not they realize their behavior is inappropriate and unwanted.

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<sup>1</sup> The following sections are inspired by the American Anthropological Association's statement on [Annual Meeting](#)

- Those who support or overlook sexual harassment are as much at fault as offenders.

### **How to report sexual harassment**

If you are being sexually harassed (or suspect another person is being harassed), please report it to CASCA staff at the registration desk or exhibit hall. In serious cases like sexual assault, please call the police (911), and inform CASCA if you plan to press charges.

If you want to report sexual harassment while at the Annual Meeting, there are two options:

- Ask for a CASCA staff member at registration or in the exhibit hall.
- Contact the designated outreach person with the local police (see conference website).

Explain the situation in as much detail as possible. If you have any hard evidence (e.g., emails), forward it or bring it with you.

If you report sexual assault to the police, we will provide any possible support until the matter is resolved. In any case, we will ensure you are not victimized and that you have access to relevant evidence admissible in court, like security video footage or emails.

### **Disciplinary action**

If an individual in attendance is found to have violated the harassment policy, we reserve the right to decide to revoke the individual's permission to be on the premises. Should such an incident arise, the associations will work directly with security and law enforcement to manage the removal process. Protecting the safety and security of those filing complaints is paramount. If there is a broader concern regarding the safety of all attendees, we will provide timely public updates as they become available.

### **Bystander Awareness<sup>2</sup>**

Sexual harassment and sexual assault are not only individual issues, but reflect community conditions and require community responses. Proactive engagement means being aware of your surroundings; being attentive to the institutions, norms and conditions that support sexual harassment and sexual assault; and working to shift them in a systemic and everyday ways.

Bystanders are those who observe or are subsequently informed of instances of sexual harassment or sexual assault. Individuals react differently when witnessing or learning about such behaviors. It is important that CASCA members know how to recognize sexual harassment and sexual assault and consider safe, responsible, and effective ways to respond.

Bystanders should ensure safety and engage in the most appropriate course of action including, but not limited to:

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<sup>2</sup> The following sections are retrieved from the American Anthropological Association's [Policy on Sexual Harassment and Sexual Assault](#).

- Creating a distraction
- Interjecting yourself into the conversation
- Using the power of the group, and telling another person about the situation
- Asking the affected individual if they are ok
- Speaking out and/or telling an authority figure about the situation

Bystanders offer support to the affected individual. This may include:

- Support in reporting the incident (including acting as a witness) but respect the individual's choice either to report or not to report the incident
- Encouraging the affected individual to seek appropriate support

### **Assistance**

CASCA is not an adjudicating body, but there are processes in place to support members in getting their grievances addressed when unwanted behaviors occur in the context of CASCA sponsored events and activities.

We can only act if we receive a clear demand from the person concerned by the harassment situation. It is important to discuss with the person and to be clear on how we can intervene.

## **Actionable responses to sexual harassment at CASCA-sponsored events<sup>3</sup>**

### ***Level 1: Discomfort***

The first level corresponds to situations in which someone feels uncomfortable or threatened while attending a CASCA event, but an incident hasn't occurred.

When an individual reports this type of concern to the CASCA Executive, the Francophone and Anglophone Members at Large [or other designated people] will meet with the complainant to hear their concern and put in place measures to ensure their safety and security at the event. This could include:

- Evaluating if the complainant knows one or more people at the event who would be willing to accompany them to scheduled events and/or informal activities and act as a "social camouflage."
- Identifying a trusted person to attend the complainant's presentation, and if necessary disrupt a threatening conversation and have an excuse prepared to leave with the complainant after their presentation.
- Delegating a trusted person to accompany the complainant back to their hotel at night.

### ***Level 2: Formal complaint at home institution in process***

The second level corresponds to situations in which someone has a formal complaint against a perpetrator at their home institution, but a resolution hasn't come about yet.

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<sup>3</sup> The following sections are inspired by our conversation with Nate Wombold, AAA Director, Meetings & Conferences

When an individual reports this type of concern to the CASCA Executive, the Executive will gather additional information. In addition to the interventions outlined in Level 1, this could include:

- Verifying that the perpetrator is registered and attending the event.
- Documenting that the complainant has brought this concern to the CASCA Executive.
- Checking in with the complainant (in person, by telephone, or by text) at regular intervals throughout the event.
- Checking in with the local police liaison (if this contact has been established prior to the event).

***Level 3: Formal complaint at home institution with resolution***

The third level corresponds situations in which someone has made a formal complaint against a perpetrator at their home institution, and it has been determined that the perpetrator committed sexual harassment against the complainant.

When an individual reports this type of concern to the CASCA Executive, the Executive will monitor the situation more closely. In addition to the interventions outlined in Levels 1 and 2, this could include:

- Obtaining documentation from the complainant or home institution of the conviction against the perpetrator, including any conditions regulating future contact or interaction outlined in the resolution.
- Revoking the perpetrator's permission to be on the event premises.

***Level 4: Incidence of sexual harassment or assault***

The fourth level corresponds situations in which someone reports an incidence of sexual harassment or assault that has occurred at a CASCA event to the Executive. In this case, the CASCA Executive will:

- Provide a safe and private space to confidentiality talk with the survivor at the event venue, and for a delegated member of the CASCA Executive to stay with the individual while next steps are worked out.
- Provide the information and means for the survivor to contact local police, if they desire.
- Provide the information and means for the survivor to receive medical attention if, they desire.
- Provide the information and means for the survivor to speak to a sexual assault hotline, if they desire.
- Facilitate the survivor being put in contact with a trusted person at the event or at home, if they desire.
- Support the survivor with any immediate next steps they desire and require, such as return to their hotel room or travel arrangements home.
- Document that the survivor has reported an incidence of sexual harassment or assault to the CASCA Executive.

- Evaluate the safety and security of other attendees, and work directly with security and law enforcement if necessary.
- Revoke the perpetrator's permission to be on the event premises.

If an attendee is found to have violated the CASCA sexual harassment policy at a CASCA event, the Executive reserves the right to revoke the individual's permission to be on the event premises. Should such an incident arise, the Executive will work directly with security and law enforcement to manage the removal process. Protecting the safety and security of those filing complaints is paramount. If there is a broader concern regarding the safety of all attendees, the Executive will provide timely public updates as they become available.