



## Code of Conduct Policies and Procedures

### International Conference of Indigenous Archives, Libraries, and Museums

#### 1. INTRODUCTION

The Association of Tribal Archives, Libraries, and Museums (ATALM) is dedicated to honoring and respecting Indigenous values and traditions while providing a safe, inclusive, and respectful environment for all conference participants. This Code of Conduct outlines the policies and procedures grounded in Indigenous principles to ensure a positive experience for everyone involved.

#### 2. PRIMARY PRINCIPLES

- 2.1 Respect and Inclusivity:** Participants are expected to embody ATALM's values of respect, humility, and community. This includes treating each other with dignity and fostering an inclusive environment.
- 2.2 Professional Behavior:** Professionalism, guided by ATALM's principles of integrity and reciprocity, should be maintained at all times during sessions, networking events, and informal interactions.
- 2.3 Harassment:** Any form of harassment, including verbal or physical abuse, unwelcome attention, and discriminatory remarks or actions, is strictly prohibited and considered a violation of ATALM's commitment to respect and harmony.
- 2.4 Discrimination:** Discrimination based on race, gender, sexual orientation, disability, age, religion, or any other protected characteristic will not be tolerated, in line with ATALM's commitment to values of equality and unity.
- 2.5 Disruption:** Disruptive behavior that interferes with the conduct of sessions, events, or activities is unacceptable, as it disrupts the communal balance and learning environment.

#### 3. SECONDARY PRINCIPLES

In addition to the primary principles outlined above, the ATALM Code of Conduct includes the following specific guidelines to ensure the smooth running of the conference and a positive experience for all attendees:

- 3.1 Distribution of Materials:** The distribution of materials is allowed only at exhibit booths, Round Tables, by presenters during conference sessions, and designated resource tables provided by ATALM. Individual distribution outside these

designated areas is not permitted to ensure a respectful and non-disruptive environment for all attendees.

- 3.2 Solicitation and Marketing:** Unauthorized solicitation and marketing are prohibited. Exhibitors, artists, and advertisers in the program book or tote bag inserts are the only authorized solicitors.
- 3.3 Session Etiquette:** Participants should arrive on time for sessions and remain until the end to avoid disrupting speakers and other attendees. Set electronic devices to silent. Participants should refrain from engaging in conversations or activities that may distract others. During question-and-answer periods, participants should keep questions brief and relevant to the topic being discussed. Disruptive or off-topic questions are discouraged.
- 3.4 Recording Sessions:** Written permission is required to record sessions.
- 3.5 Alcohol and Substance Use:** Moderate alcohol consumption in designated areas is allowed. Use of illegal substances is strictly prohibited.
- 3.6 Social Media Guidelines:** Respect privacy and avoid sharing sensitive information. Use official hashtags for engagement.

## 4. REPORTING PROCEDURES

- 4.1 Immediate Response:** Any participant who experiences or witnesses unacceptable behavior should report it immediately to conference staff. Incident Reports are available at the Registration Desk or through this [online form](#).
- 4.2 Confidentiality:** Reports will be handled with discretion and confidentiality, respecting the privacy of all parties involved, in alignment with ATALM's values of trust and integrity.

## 5. INITIAL RESPONSE

- 5.1 Review of Report:** ATALM's designated Code of Conduct officers review the report to determine the validity and severity of the alleged violation.
- 5.2 Gathering Evidence:** ATALM will collect evidence, including witness statements, relevant documents, and any other pertinent information.
- 5.3 Interviewing the Accused:** The accused individual will have an opportunity to share their perspective and respond to the allegations.

## 6. DECISION-MAKING

- 6.1 Assessment:** The Code of Conduct officers will review all gathered information impartially to determine whether a violation occurred.
- 6.2 Consultation:** The Code of Conduct officers may consult diverse and experienced people to ensure a fair decision-making process.

- 6.3 Determination:** Based on the evidence, the Code of Conduct officers will determine the appropriate course of action if the accused is found to have violated the Code of Conduct. If no violation of the Code of Conduct is found, the accused will be informed and no further action will be taken.
- 6.4 Appeals:** Individuals subject to enforcement actions have the right to appeal the decision. Appeals must be submitted in writing to the ATALM Board of Governors within 30 days, ensuring fairness and transparency. Appeals should be emailed to [president@atalm.org](mailto:president@atalm.org)
- 6.5 Confidentiality:** ATALM will maintain confidentiality of the investigation details to protect the reputation and privacy of all parties involved.

## 7. ENFORCEMENT ACTIONS

- 7.1 Written Warning:** For minor violations, a written warning will be issued detailing the behavior and necessary corrective actions.
- 7.2 Expulsion:** For severe or repeated violations, the individual will be expelled from the conference without a refund.
- 7.3 Future Ban:** For severe and/or repeated violations, the individual will be banned from attending future ATALM events.
- 7.4 Report to Authorities:** In cases of criminal behavior, the incident will be reported to local law enforcement authorities.
- 7.5 Legal Action:** ATALM may pursue legal action against individuals causing harm or posing threats including, but not limited to, seeking court-issued injunctions.
- 7.6 Defamation Suits:** ATALM may pursue defamation suits for false statements damaging ATALM's reputation.

## 8. SUPPORT AND RESOURCES

- 8.1 Assistance:** ATALM will provide support to anyone affected by unacceptable behavior, including assistance in contacting law enforcement, if necessary, in keeping with the values of care and community support.
- 8.2 Training:** All conference staff and volunteers will receive training on the Code of Conduct to ensure they are equipped to handle reports and enforce policies effectively.
- 8.3 Restorative Practices:** If appropriate, ATALM will offer mediation or restorative justice practices to heal any lingering tensions or misunderstandings within the community.
- 8.4 Policy and Procedures Review:** Based on "lessons learned", ATALM will update its policies and procedures as warranted.

## 9. COMMUNICATION

- 9.1 Visibility:** A link to this Code of Conduct will be prominently displayed on the conference website, in printed materials, and at the conference venue to ensure widespread awareness and understanding.
- 9.2 Acknowledgment:** Commencing in 2025, all participants will be required to acknowledge their understanding and acceptance of the Code of Conduct during the registration process, promoting collective responsibility.

## 10. CONTINUOUS IMPROVEMENT

- 10.1 Feedback:** ATALM encourages feedback on the Code of Conduct and its implementation. Suggestions for improvement can be submitted to the ATALM Board of Governors, promoting an ongoing dialogue within the community.
- 10.2 Review:** The Code of Conduct will be reviewed annually to ensure it remains relevant and effective in promoting a safe and inclusive environment for all participants.

Approved by the Association of Tribal Archives, Libraries, and Museums on Wednesday, June 20 during its quarterly board meeting.