

WiM Code of Conduct

The purpose of WiM Code of Conduct (CoC) is to put WiM's values into practice and outline expected standards and behaviors during all WiM activities, including but not limited to:

- Virtual or in-person events organized, hosted, by WiM or in cooperation with WiM
- Submissions and reviewing processes run by WiM
- In-person communication as well as communications sent through communication channels associated with WiM, including but not limited to social media.
- In-person or virtual meetings and discussions associated with WiM activities.

If any WiM activity is co-hosted with another organization, WiM's CoC and the other organization CoC will be combined.

Our CoC is built around the recognition that everything we do in connection with our work at WiM will be, and should be, measured against the highest possible standards of ethical conduct. So please do read our CoC, and follow both in spirit and letter, always bearing in mind that each of us has a personal responsibility to incorporate, and to encourage others to incorporate the principles of the Code and values into our community. And if you have a question or ever think that anyone may be falling short of our commitment, don't be silent. We want – and need – to hear from you.

Applicability

This CoC applies to all participants at WiM events and any other WiM-sponsored events. WiM participants include, but are not limited to, WiM members, organizers, volunteers, attendees, speakers, sponsors, exhibitors, vendors, reviewers, and guests. WiM events include, but are not limited to, workshops, panel/roundtable discussion, hackathons, satellite events, WiM-sponsored social events, WiM-related social functions and social media, travel and all on-site, off-site and virtual activities organized by the WiM Society.

Sponsors are equally subject to this CoC. In particular, sponsors should not use images, activities, or other materials that are of a sexual, racial, or otherwise offensive nature. This code applies both to official sponsors as well as any organization that uses WiM name as branding as part of its activities. WiM members will enforce this Code, and it is expected that all Participants will cooperate to help ensure a safe and inclusive environment for everyone.

Participants agree to abide by this CoC as a condition of participating in one of these events. Participants also agree to comply with other MICCAI rules and conditions for these events, which are subject to change without notice.

Responsibility

WiM Board Members and CoC Officer are responsible for:

- Ensure that the CoC policy is communicated to all participants.
- Ensure that support is provided to any participant by providing information and referral as required

- Ensure that the event within their jurisdiction is free from violence, bullying and personal harassment
- Immediately follow-up on any complaints received
- Arrange for an investigation of complaints and determine the appropriate administrative response
- Maintain confidentiality and involve only those necessary for an investigation
- Advise complainant of final disposition of complaint
- Review annually, the effectiveness of actions taken to minimize or eliminate violence, bullying and harassment and make improvements to procedures, as required
- Comply with all aspects of this policy

Expected standards of behavior

All participants in WiM events must behave professionally, ethically and responsibly in all interaction with other participants: formal or informal social activities, at on-site, off-site and virtual locations, in related online communities, and on social media. All individuals participating in activities of the WiM must comply with the following standards of behavior:

Exercise consideration and respect in their speech and actions.

- Refrain from demeaning, discriminatory, or harassing behavior and speech.
- Be mindful of their surroundings and of their fellow participants.
- Avoid drinking excessive amounts of alcohol where alcohol is being served at social gatherings to avoid impaired judgment in behavior.
- Alert a member of WiM staff or the safety officers if they notice a dangerous situation, someone in distress, or violations of this CoC, even if they seem inconsequential.

Unacceptable behavior

Behavior that directly or indirectly interferes with the dignity, comfort or safety of other participants will not be tolerated. The list below provides examples of behavior that violates this CoC. This list is intended to be descriptive but not comprehensive. Behavior that is not listed here and that has an impact on the dignity, comfort or safety of other participants is a violation of the CoC. WiM commits itself to providing an experience for all participants that is free from:

Violence or Bullying: violence or bullying is the exercise, statement or behaviour of physical force by a person that causes or could cause physical injury, such as:

- Physical acts (e.g., hitting, shoving, pushing, kicking, sexual assault, throwing objects).
- Any threat, behaviour or action which is interpreted to carry the potential to harm or endanger the safety of others, result in an act of aggression, or destroy or damage property.
- Disruptive behaviour that is not appropriate to the environment (e.g. yelling, swearing).
- Verbal abuse: a form of abusive behavior involving the use of language. It includes any conduct or comments that are inappropriate, demeaning, or offensive intended to make an uncomfortable, hostile and/or intimidating environment.

Personal Harassment: any unsolicited, unwelcome, disrespectful or offensive behaviour that has an underlying sexual, bigoted, ethnic or racial connotation and can be typified as:

- Behaviour that is hostile in nature, and/or intends to degrade an individual based on personal attributes, including age, race, nationality, ethnicity, disability, family status, religion, gender identity and expression, sexual orientation, body size, physical appearance or other personal characteristic or identity
- Sexual solicitation or advance made by a person in a position to confer, grant or deny a benefit or advancement to the person where the person making the solicitation or advance knows or ought reasonably to know that it is unwelcome
- Reprisal or a threat of reprisal for the rejection of a sexual solicitation or advance where the reprisal is made or threatened by a person in a position to confer, grant or deny a benefit or advancement to the person
- Unwelcome, suggestive or offensive language or remarks, jokes, innuendoes, propositions, or taunting about a person's body, attire, gender identity or expression or sexual orientation or other personal characteristic or identity
- Bragging about sexual prowess
- Insulting gestures or practical jokes which create awkwardness or embarrassment
- Displaying or transmission of racist, pornographic or sexist pictures or materials;
- Leering (suggestive persistent staring)
- Physical contact such as touching, patting, or pinching, with an underlying sexual connotation
- Sexual assault; for the most part, victims of sexual harassment are female. However, conduct directed by female participants towards males and between persons of the same sex can also be held to constitute sexual harassment
- Any actions that create a hostile, intimidating or offensive environment that may include physical, verbal, written, graphic, or electronic means including social media and virtual session discussions and chat functions
- Deliberate intimidation, stalking, or following
- Harassing, unauthorized, or inappropriate photography or recording
- Sustained disruption of talks or other events including virtual session discussions and chat functions
- Inappropriate physical contact
- Real or implied threat of professional or financial harm
- Advocating for, or encouraging, any of the above behavior

Inappropriate or unprofessional behavior that interferes with another's full participation including:

- Use of images, activities, or other materials that are of a sexual, racial, or otherwise offensive nature that may create an inappropriate or toxic environment.
- Disorderly, boisterous, or disruptive conduct including fighting, coercion, theft, damage to property, or any mistreatment or non-business like behavior towards participants.
- Zoom bombing or any virtual activity that is not related to the topic of discussion which detracts from the topic or the purpose of the program. This includes inappropriate remarks in chat areas as deemed inappropriate by presenters/monitors/event leaders.
- Individuals and organizations that make false claims or accusations related to WiM business or inappropriately make comments online as if they represent WiM without advanced approval.

Scientific misconduct including fabrication, falsification, or plagiarism of paper submissions or research presentations, including demos, exhibits or posters in any WiM event.

This Code of Conduct applies to physical, virtual, and official virtual engagement platforms, including video, virtual streaming, and chat-based interactions. WiM is not responsible for non-sponsored activity or behavior that may occur at non-sponsored locations such as hotels, restaurants, physical, virtual, or other locations not otherwise deemed a sanctioned space for WiM sponsored events. Nonetheless, any issues brought to the WiM members will be considered. However, it is also the case that WiM cannot actively monitor voluntary social media platforms and cannot follow-up on every transaction occurring between individuals who voluntarily engage in argument and altercation outside the WiM sponsored events virtual or otherwise.

ACTION

If a participant engages in any inappropriate behavior as defined herein, WiM board members may take action as deemed appropriate, including: a formal or informal warning to the offender, expulsion from the event with no refund, barring from participation in future event or their organization, reporting the incident to the offender's local institution or funding agencies, or reporting the incident to local authorities or law enforcement. A response of "just joking" is not acceptable. If action is taken, an appeals process will be made available. There will be no retaliation against any Participant who brings a complaint or submits an incident report in good faith or who honestly assists in investigating such a complaint. All issues brought forth to the onsite WiM organizers during the course of an event will be immediately investigated.

Reporting Violence or Bullying

In the event that you are either directly affected by or witness to any violence at an event, it is imperative for the safety of all participants that the incident be reported without delay. Reporting any violence or potentially violent situations should be done immediately to WiM CoC officers at alzamzmiga@nih.gov

Reporting Personal Harassment

Informal Procedure: If you believe you have been personally harassed you may:

- Confront the harasser personally or in writing pointing out the unwelcome behaviour and requesting that it stop; or
- Discuss the situation with a MICCAI safety officer.

Any participant who feels harassed can and should, in all confidence and without fear of reprisal, personally report the facts directly to a WiM CoC officer, who may recommend any such actions that will result in a fair and just conclusion of the situation, with the ultimate goal of ensuring that WiM events provide a welcoming environment, free from threatening conduct, harassment, and intimidation.

Formal Procedure

If you believe you have been personally harassed you may make a written complaint. The written complaint must be delivered to the WiM CoC officer at alzamzmiga@nih.gov. Your complaint should include:

- the approximate date and time of each incident you wish to report
- the name of the person or persons involved in each incident
- the name of any person or persons who witnessed each incident

- a full description of what occurred in each incident

Confidentiality

WiM will do everything it can to protect the privacy of the individuals involved and to ensure that complainants and respondents are treated fairly and respectfully. WiM will protect this privacy so long as doing so remains consistent with the enforcement of this policy and adherence to the law. Neither the name of the person reporting the facts nor the circumstances surrounding them will be disclosed to anyone whatsoever unless such disclosure is necessary for an investigation or corrective action. All records of investigations are considered confidential and will not be disclosed to anyone except to the extent required by law. In cases where criminal proceedings are forthcoming, WiM will assist police agencies, lawyers, insurance companies, and courts to the fullest extent.

Fraudulent or Malicious Complaints

This Code of Conduct policy must never be used to bring fraudulent or malicious complaints against participants. It is important to realize that unfounded/frivolous allegations of personal harassment may cause both the accused person and the WiM Society significant damage. If it is determined by the safety officers that any participant has knowingly made false statements regarding an allegation of violence, bullying or personal harassment, immediate corrective action will be taken as appropriate.

Ongoing Review

The WiM Board of Directors welcomes feedback from the community on this CoC policy and procedures; please contact us by email at alzamzmiga@nih.gov

Acknowledgements

This CoC policy was written by adapting the wording and structure from other CoC policies and procedures by MICCAI and NeurlPS.