

International Society for the Study of Trauma and Dissociation Training and Event Code of Conduct

1. Purpose of the Code

The International Society for the Study of Trauma and Dissociation (the “Society”) seeks to advance clinical, scientific, and societal understanding about the prevalence and consequences of complex trauma and dissociation.

Just as we promote high standards of clinical care outside the organization, the Society seeks to promote a high standard of collegiality and professionalism among participants in its training programs and events, and to ensure that Society staff, training and/or event participant, exhibitors, and service providers enjoy a safe and supportive environment when engaged in Society-sponsored/associated activities.

The Training and Event Code of Conduct (the “Event Code”), as established by the Society’s Board of Directors (the “Board”), pertains to all participants registered for and/or attending Society-sponsored training programs and events, including via communications platforms employed by the Society for the delivery of these programs.

Participants in Society-sponsored/associated activities have an obligation to be familiar both with this Event Code and the Member Code of Conduct. Lack of awareness or misunderstanding of either the Event Code or the Member Code is not an acceptable defense to an allegation of improper conduct.

The Society reserves the right to impose disciplinary sanctions or take other appropriate action, up to and including removal from a training or event, and potentially being barred from registering for any future Society-sponsored trainings and events, when conduct is not in accordance with the Event Code.

2. Standards of Conduct

Participants in Society-sponsored/associated training and events must behave in a manner that establishes, maintains, and enhances the:

1. reputation and standing of the Society;
2. health, safety, and dignity of Society staff, training and/or event participants, exhibitors, and service providers;
3. health, safety, and dignity of persons who are not involved in a Society-sponsored training or event, but who may inhabit shared space (e.g., guests of the contracted venue, attendees of co-occurring events outside the Society, etc.)

3. Violations of the Event Code

The following sections of the Event Code enumerate and describe improper/inappropriate conduct that may result in disciplinary action or removal from a training or event. The following examples are not exhaustive and, as such, the Board reserves the right to sanction participants' conduct, beyond what is described in this Event Code, if said conduct is deemed not to be aligned with the Society's mission and values.

3.1. Personal Misconduct

Personal misconduct is the harassing, disparaging, threatening, or abusing, either emotionally, physically, and/or sexually, whether verbally or in writing, another participant, group of participants, or any person employed by or associated with the Society, at any Society-sponsored or public event, forum, or communication medium.

Examples of personal misconduct include, but are not limited to:

- 3.1.1. Intentionally subjecting another person to offensive or intrusive physical contact or verbal behavior.
- 3.1.2. Discriminating based on individual characteristics, ideologies/beliefs, and/or group affiliation, whether actual or perceived. These include but are not limited to age; ancestry; skin color; disability; education; ethnicity; gender; gender identity or expression; genetic information; HIV/AIDS status; military status; mental and physical health status, ability, or diagnosis; nationality; national origin; neurotype; pregnancy; psychology; race; religion; sex; sexual orientation; or veteran status.
- 3.1.3. Offering unsolicited goods or services outside one's role as an approved exhibitor and/or service provider. This would include the sale of products or services, including books authored by the presenter(s) or others, during a presentation.
- 3.1.4. Behavior that would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress, e.g., stalking, conducting oneself in a manner that may or does endanger others' health or safety.
- 3.1.5. Initiating unwanted/uninvited sexual overtures and/or behavior.
- 3.1.6. Selling, brandishing, or possessing firearms, ammunition, explosives, dangerous chemicals, or any other object/substance intended or perceived as a weapon.
- 3.1.7. Making statements or engaging in behavior that defames a person's character, professional standing, or reputation and/or that risks bringing or does bring the Society into disrepute or that contradicts the Society's stated mission and values.
- 3.1.8. Exhibiting lewd or indecent behavior. This includes the use of sexually explicit imagery or other distressing content in public spaces, or in presentations and/or presentation materials not previously approved by the Society.
- 3.1.9. Theft of any kind.

3.2 Ethical Misconduct

Ethical misconduct is behavior or conduct engaged in by a participant that violates the minimal standards of accepted ethical behavior and professional conduct.

- 3.2.1. Failing to report, or misrepresenting, any actual and/or perceived conflict of interest between a presenter and/or service provider and any outside considerations. Presenters and service providers involved with Society trainings and events in any capacity must disclose actual, potential, and perceived conflicts of interest prior to the scheduled event and as such conflicts arise.
- 3.2.2. Inappropriately charging participants for goods or services previously established as benefits associated with attendance of a training or event.
- 3.2.3. Speaking for or representing the Society as an organization, to the media or any agency or individual, without holding official sanction, and/or without the express prior consent of the Board of Directors. This includes positioning oneself as a representative of the Society specifically for the purposes of non-financial personal gain and/or other advantage.
- 3.2.4. Engaging or attempting to engage in actions, whether alone or in collaboration with others, that are hostile toward or undermine the well-being or functioning of the Society.
- 3.2.5. Negotiating or attempting to negotiate agreements on behalf of the Society without the express prior consent of the Board.
- 3.2.6. Conducting meetings regarding confidential matters with individuals or groups outside the Society, but on behalf of the Society, without the express prior consent of the Board President.

3.3 Financial Misconduct

Financial misconduct may generally be limited to Board members and other volunteers in leadership who possess financial responsibility, but may in some cases also apply to a participant, and is defined as failing to carry out fiduciary responsibilities.

- 3.3.1. Hiding, misrepresenting the amount of, or failing to release to Society headquarters all monies collected in the administration of any Society-sponsored event at the local, regional, national, or international level.
- 3.3.2. Presenting oneself as a Society representative solely for financial gain.

3.4. Disruptive Behavior

Disruptive behavior is defined as:

- 3.4.1. Accessing prohibited areas without prior approval from Society staff.
- 3.4.2. Creating intentional and avoidable noise or other disturbance(s) that disrupt Society-sponsored trainings or events, or that interferes with the activities of either participants or non-participants at the venue of a Society-sponsored training or event.
- 3.4.3. Engaging in argumentative, hostile, or accusatory behavior, including behavior that hinders or interferes with the established functioning of Society trainings and events. This would include submitting questions to a presenter or posting chat commentary of an incendiary nature that appears intended to 'bait' the presenter or other attendees.
- 3.4.4. Taking photos or screenshots of presentation slides for any other purpose than personal use, unless a presenter explicitly states that screenshots are allowed.
- 3.4.5. Taking photos, screenshots, or otherwise copying Q&A and chat activity available via digital delivery/communications platforms.
- 3.4.6. Distributing digital or hard copy presentation materials and handouts, made available by the presenter, to non-participants and/or non-registered participants without explicit permission from the presenter.
- 3.4.7. Distributing personal access IDs and passwords to others.
- 3.4.8. Recording, either audio-visually or in text/type, any conference material without express written permission of Society staff. Participants are also prohibited from sharing any part of official recordings without express written permission of Society staff.
- 3.4.9. Including promotional materials, product advertisements/announcements, special offers, employment or service solicitations in presentations or in mass postings/messages not explicitly approved by the Society. The Society reserves the right to remove such messages and potentially ban sources of these and other unapproved solicitations.

3.5 Misuse of Controlled Substances

Controlled substances shall be defined as:

3.5.1. Alcoholic Beverages

Participants are expected to know and abide by State or other laws, and by Society policies and procedures, governing the use of alcoholic beverages at Society-sponsored training and events. The following is not permissible:

- 3.5.1.1. Possession or consumption of alcoholic beverages by persons under the age of 21 at a Society-sponsored training or event.
- 3.5.1.2. Furnishing alcoholic beverages to any participant under the legal, local drinking age within or outside the context of a Society-sponsored training or event.
- 3.5.1.3. Consuming alcohol to the point of obvious impairment while attending a Society-sponsored training or event.
- 3.5.1.4. Using Society funds for the purchase of alcoholic beverages without prior consent from or arrangement with the Executive Committee and/or Board of Directors. The Society will not reimburse the purchase of alcoholic beverages as an expense submitted by a trainer, faculty member, or presenter.

3.5.2. Marijuana and Other THC-Infused Products

Participants are not permitted to be under the influence of, possess, manufacture, distribute, or sell marijuana or its active ingredient (THC) in any form, as defined and/or prohibited by Federal, State, Provincial, Municipal, or other governmental law, at Society-sponsored or approved events, or via any Society-sponsored communications medium.

3.5.3. Controlled and Illicit Drugs and Substances, General

Participants are not permitted to be under the influence of, possess, manufacture, distribute, or sell illicit drugs, as defined and/or prohibited by Federal, State, Provincial, Municipal, or other governmental law, at Society-sponsored or approved events, or via any Society-sponsored communications medium.

3.6. Lack of Adherence to Program Policies

Programs sponsored by the Center for Advanced Studies have policies specific to the requirements for their successful attendance and completion. Lack of adherence to the requirements to a program or course for which one is registered may constitute a violation of this Event Code and may result in consequences, as outlined in Section 4 of this Event Code.

4. Event Code of Conduct Violations

4.1. Time-sensitive Complaints

Time-sensitive Complaints may be submitted verbally or informally in writing only for allegations based on Section 3.1. Personal Misconduct, Section 3.4. Disruptive Behavior, 3.5. Misuse of Controlled Substances, and Section 3.6. Lack of Adherence to Program Policies. Complaints based on criteria cited elsewhere in Section 3 must be submitted formally in writing per Section 4.2.

4.1.1. Submission of Time-sensitive Complaints

Time-sensitive Complaints regarding alleged violations of this Code must be reported immediately to a member of the Board of Directors, the event organizing committee, the instructor/trainer, or Society Staff.

4.1.2. Review of Time-sensitive Complaints

All time-sensitive Complaints will be reviewed by either 1) at least one member of the Board of Directors, or 2) the event organizing committee, or 3) the instructor/trainer, or 4) the webinar/session moderator, and at least one Society Staff member.

4.1.2.1. Immediate Action

The Complainant(s) and any other witnessing party to the alleged Violation may be asked to provide additional evidence to support their allegation. If no additional evidence is forthcoming, then the Complaint will be taken on its own merit.

If, upon review, a violation of the Code is substantiated, and immediate action is required, said action will be taken as outlined in Sub-sections 4.3.1. and 4.3.2. of this Event Code.

4.1.2.2. Longer-term Sanction

In the event that the Complaint(s) or Society leadership believe that the substance of a time-sensitive Complaint merits further review in support of longer-term sanction, then the Complainant(s) and any other witnessing party to the alleged Violation will be asked to submit a written Complaint as outlined in Section 4.2. of this Event Code. The Complaint and any supporting documentation will be reviewed per Section 4.2. of this Event Code.

4.2. Written Complaints

4.2.1. Submission of Written Complaints

Written Complaints regarding alleged violations of this Code may be reported in writing no later than thirty (30) days after the alleged occurrence. However, the Board retains

the right to honor Complaints submitted beyond this period. Written Complaints must be submitted directly to complaints@isst-d.org.

4.2.2. Review of Written Complaints

All cases will be reviewed by a Code of Conduct Review Team (“Review Team”) convened and led by the President-Elect, composed of current Board members and/or members of the Education & Training Oversight Committee, and supported by one Society Staff member. Prospective members of the Review Team will be vetted for actual, potential, and perceived conflicts of interest prior to selection. In the event that the President-Elect is determined to have a conflict of interest, an alternative Review Team chair will be appointed.

The Complainant(s) and any other witnessing party to the alleged violation will be contacted within five (5) business days of receipt of the complaint and may be asked to provide additional evidence to support their allegation. If no additional evidence is forthcoming, then the Complaint will be taken on its own merit.

The Complaint and any supporting documentation will be reviewed within ten (10) business days of receipt of any additional, supporting materials, or of confirmation that there are no such materials, to determine whether it meets the threshold for an Event Code and/or Member Code of Conduct violation (“Violation”), as applicable.

4.2.2.1. Review and Disposition of Substantiated Complaints

In the event that a complaint is deemed to meet the threshold for a Violation, those against whom the complaint was levied (the “Respondent(s)”) with a summary of the Complaint and asked to submit a rebuttal to it, including any supporting documentation, within thirty (30) days of the date of the request. If the Review Team does not receive a response from the Respondent(s) within thirty (30) days of the request, all parties will be deemed to have been afforded due process and the Review Team will make a final determination.

If a disciplinary action is deemed appropriate, the Respondent(s) and Complainant(s) will be notified in writing within ten (10) business days after the Review Team has made a determination.

4.2.2.2. Review and Disposition of Unfounded Complaints

In the event that a complaint is deemed not to meet the threshold for a Violation, the Respondent(s) and Complainant(s) will be notified in writing within ten (10) business days after the Review Team has made a determination.

4.3. Penalties for Violations

Violation of the Event Code will subject the attendee to disciplinary action as described below. Any alleged criminal behavior may be reported to authorities in accordance with federal, state, provincial, or municipal, or other governmental law.

4.3.1. Warning

A Warning constitutes written and/or verbal notice that a violation of the Event Code has occurred. A Warning may be issued as an initial consequence in instances of first-time and/or less egregious violations of this Code. The purpose of a Warning is to support the attendee in avoiding future violations of the Event Code.

The conduct of the attendee will be reviewed prior to the scheduled expiration date of the Warning to determine whether it will expire or be extended. Further Code violations or egregious activities during the warning period can result in the escalation of the warning to a higher level of consequence, as described in Sections 4.3.2., 4.3.3., and 4.3.4. of this Event Code.

A record of the Warning will remain on file at Society Headquarters even though it is no longer active, and may be considered as supporting evidence in the review of any future complaints against the Respondent.

4.3.2. Removal from Training(s)/Event(s)

Removal constitutes written and/or verbal notice that repeated and/or severe violation(s) of the Event Code have occurred.

Removal involves the exclusion from the Society-sponsored training or event during which the violation occurred. Persons who have been removed from a training or event are barred from re-entering it. Event fees will not be reimbursed, in whole or in part, for the training or event from which the attendee was removed.

The terms of any suspension from future Society trainings and events that may result from the Removal will be determined based both on the Violation itself and its impact upon other participants, the relevant training or event, and the Society as an organization.

A record of the Removal will remain on file at Society Headquarters, and may be considered as supporting evidence in the review of any future complaints against the attendee.

4.3.3. Suspension

Suspension constitutes written notice that repeated and/or severe violation(s) of the Event Code have occurred, which have resulted in a longer-term sanction against

participating in Society-sponsored trainings and/or events. Event fees, including fees paid in advance for a future event, will not be reimbursed, in whole or in part.

Suspension will take effect on the date indicated on the notice letter and remain in place for a minimum of ninety (90) days. During the Suspension period, the suspended attendee will be subject to content moderation in all Society-sponsored communication platforms.

The terms of any Suspension from future Society trainings and events that may result from a current Suspension will be determined based both on the Violation itself and its impact upon other participants, the relevant training or event, and the Society as an organization.

A record of the Suspension will remain on file at Society Headquarters, and may be considered as supporting evidence in the review of any future complaints against the participant.

4.3.4. Permanent Ban

A Permanent Ban from all Society-sponsored trainings and events constitutes written notice stating that repeated, major violation(s) of the Event Code have occurred.

A Permanent Ban is intended to be permanent. However, there may be limited circumstances under which readmission may be permissible. Conditions for readmission to Society-sponsored trainings and events, if any, will be explicitly stated in the Notice of Permanent Ban. Readmission will be granted only by a majority vote of the Board. Event fees, including fees paid in advance for a future event, will not be reimbursed, in whole or in part.

A record of the Permanent Ban will remain on file at Society Headquarters, and may be considered as supporting evidence in the review of any future complaints against the attendee, should their access to attend trainings and/or events be reinstated.

4.4. Privacy

The substance of complaints and any associated consequences will be shared only with the Complainant, the Respondent, the Board, Society Staff, and, as needed, community leadership and ISSTDWorld community moderators.

In the event of a Permanent Ban, because of the severe nature of the consequence, designated individuals or the Board and Society Staff may be unable to avoid disclosure. In such an instance, which will be limited to the fact that a Permanent Ban has occurred and the reason for the Ban. Instances of such a disclosure would include inquiries from accrediting bodies,

current/potential employers, or current/potential clients or patients, or the media; or, proactive disclosure to Society affiliates or to the Society membership-at-large.

4.5. Right of Appeal

Both the complaining and the responding parties have the right to appeal any decision to the Society's Board of Directors. If the complainant would like to make an appeal, they must do so within thirty (30) days of being notified of the formal decision. Appeals may be made by sending a formal, written request to complaints@isst-d.org. The full Board of Directors will review all documentation associated with both the original Complaint and the Appeal and make a final determination at the next scheduled Board meeting. The Respondent(s) and Complainant(s) will be notified in writing within ten (10) business days after the Board has made a final determination.

5. Effective Date

This Event Code was approved by the ISSTD Board of Directors on **DATE** and is hereby incorporated as part of the Society's Policies and Procedures, effective immediately.