

# SOCIETY FOR NEUROCHEMISTRY

## Code of Conduct

### 1. Preamble

The International Society for Neurochemistry (ISN) is a non-profit membership organisation and the only global society focused on neurochemistry. With a proud history dating back to its establishment in 1965, ISN strives to promote all relevant aspects of molecular and cellular neuroscience.

ISN members are scientists and physicians who are active in the field of neurochemistry, cellular and molecular neuroscience or related areas who aim to facilitate the worldwide advancement of neurochemistry and related neuroscience disciplines; to foster the education and development of neuroscientists, particularly of young and emerging investigators, and to disseminate information about neurochemistry and neurochemists' activities throughout the world.

The professional conduct of ISN members and their institutions, between the Members themselves, and between the Members and the Society can support the achievement of this mission.

The members of ISN therefore agree to abide by this Code of Conduct, which sets out professional standards and expectations for the conduct of the Society and its Members.

### 2. Objectives

The objectives of this Code of Conduct are to:

- a. Support the advancement of the society's mission.
- b. Maintain and enhance the reputation, standing and good name of the ISN and its Members.
- c. Promote ethical behaviour and responsible practices by Members in their dealings with the society, each other, their institutions, and other partners / stakeholders.

### 3. Responsibilities

#### 3.1. Observe Laws

Members will observe the laws in all countries in which they operate, particularly in relation to:

- a. Registration of research and services
- b. Handling of funds paid by institutions, charities or funding organizations
- c. Responsible Conduct of Research
- d. Health and safety of students and staff protection including their environment
- e. Good practice of animal experiments and research with human samples and patients, according to the country/institution where research is performed
- f. Laws and politics referred to natural compounds (plants, animals, ..... ) used in the research.

### **3.2. Conduct of Affairs**

Members will conduct their affairs in a manner which:

- a. Is ethical and professional
- b. Is mindful of the health and safety of institutions and staff
- c. Is consistent with the notion of ensuring the treatment of all students and colleagues with respect, to be inclusive always and to never engage in actions that conflict with their integrity or that of the ISN.
- d. Does not harm the reputation or good name of ISN and its Members
- e. Meets the standards set by quality control or licensing bodies with which the Member has voluntarily agreed to comply or which, by law, it is required to meet
- f. Is respectful of the environment
- g. Encourages respect for cultural diversity, and non- on the basis of race, religion, national origin, gender, sexual orientation, age, socioeconomic status, or physical or emotional disability.

### **3.3. Refrain from Unethical Conduct**

Members will not engage or participate in any activity which can reasonably be expected to damage the reputation of the ISN.

### **3.4. Obligations of Members in relation to contracts with ISN and grants provided by ISN**

Members will:

- a. Produce no statements or publications of any sort which knowingly contain information that is likely to mislead the Society and its Members.
- b. Ensure that all contracts with other Members or service providers clearly specify the terms and time for payment of services rendered. Members are responsible for payment as per agreed terms.
- c. Act in good faith at all times in the performance of their contracts with other Members and service providers.
- d. Ensure that all agreements with other Members regarding the provision of services to third parties specify the respective roles of all the parties involved.
- e. Respond promptly and fully to any correspondence from another Member in relation to any ISN-related business transaction between them.
- f. Ensure that in a timely manner they provide the Society with full and accurate information regarding all matters relevant to their application, contracts or funding, including information related to:
  - I The nature, condition and extent of their proposals, applications, services and facilities
  - II Costs and prices
  - III Discontinuation of, or changes to, any services
- g. At any given time, per request of ISN, provide a current budget and statement of the usage of a grant.
- h. Not use any ISN data (such as member mailing lists) provided which has been obtained or disclosed without the authority of said Members and ISN for any commercial purposes of another commercial entity.

### **3.5. Obligations of Members to ISN**

Members will:

- a. Abide by the ISN Standing Rules, Code of Conduct, Rules & Regulations and all other regulations of the Society. These may be amended from time to time and it is up to the member to familiarise themselves with and be aware of current Society regulations. The society in turn will ensure the Code of Conduct is up to date prior to the opening of a new membership year.
- b. Pay their annual membership fee and any other monies payable to the Society as and when such payments become due.
- c. Comply with requests from the Society to provide proof of data, in compliance with regional and national laws.
- d. Provide the Society with any information which is relevant to their membership status within the Society.
- e. Not directly or indirectly cause, allow, assist or encourage any person, company or organisation which is not a Member of the Society to represent itself as a Member, whether by using the Society's logo or by any other means.

### **4. Conduct during Meetings, Schools and other ISN supported events**

ISN condemns any form of harassment, and undertakes to ensure that all staff, meeting delegates and visitors are aware and abide by both its policy and the established procedures for dealing with such instances. Any behaviour deemed inappropriate may result in immediate exclusion of said event and any economic consequence following exclusion are borne by the individual.

#### *Definition*

*Harassment is behaviour which is unwanted, uninvited and unacceptable to the recipient.*

*Harassment is defined by the impact on the recipient, not the intention of the person displaying the behaviour.*

Harassment is unwanted conduct based on sex, race, disability, religious beliefs, political opinion, sexual orientation or any other behaviour which causes discomfort or humiliation to the recipient or creates a threatening, hostile or intimidating environment. This can include unwelcome physical, verbal or non-verbal conduct.

Examples of such behaviour include:

- Physical conduct ranging from touching to serious assault.
- Verbal and written harassment through racist remarks, offensive language, slander, threats and letters.
- Visual display of posters, graffiti, obscene gestures.
- Isolation or non-cooperation at work, bullying.
- Coercion, including pressure for sexual favours.
- Intrusion by pestering, spying, following, etc.

## **5. Breaches of the Code of Conduct**

### **5.1. Notice of Intended Complaints**

Public criticism can unfairly damage the reputation of a Member and the Society. Accordingly, no Member will publicly claim a breach of this Code of Conduct by another Member unless and until they have provided that Member with:

- a. The full details of the alleged breach of the Code of Conduct
- b. Notice of its intention to refer the alleged breach to the Officers
- c. A period of not less than 14 days to respond to the complaint before notifying the Society Officers

### **5.2. Report Breaches to the Officers including the Past President**

When a complaint has not been resolved by the Members themselves, a Member may inform either the Officers or the Past President of an alleged breach of the Code of Conduct. Such reports must be in writing and must be accompanied by copies of all correspondence or material related to the alleged breach, including the correspondence in which the Member informed the other Member of its intention to notify the Officers/ Past-President of the alleged breach.

### **5.3. Report Confidentiality**

All reports of alleged breaches of the Code of Conduct will be treated by the Officers, the Past President and the Executive Management as confidential until a finding has been made.

### **5.4. Confirming Notice Given**

Before considering a reported breach, the Officers will confirm that the Member who is the subject of the alleged breach is informed of the complaint.

### **5.5. Opportunity to Explain or Rectify**

The Officers must provide the Member who is the subject of the alleged breach with an opportunity to rectify or explain the offending behaviour.

### **5.6. Findings of the Officers**

Once they have carefully investigated the alleged breach of the Code of Conduct, the Officers may decide that (a) no such breach has in fact occurred, or (b) determine that the Member has in fact engaged in actions, practices or behaviour which is inconsistent with the spirit or articles of the Code of Conduct.

### **5.7. Patterns of Minor Misconduct**

Where the Officers find a pattern of minor misconduct, it/he/she may decide that such a pattern in total constitutes serious or gross misconduct.

### **5.8. Sanctions for Misconduct**

Where the Officers find that an alleged breach of the Code of Conduct by a Member constitutes misconduct, it/he/she may exercise the authority specified in the Standing Rules to either suspend or terminate the membership, or specify other remedies deemed to be reasonable in the circumstances.

**As an ISN member, I will, at all times, abide by and conform to the above stipulated, and below summarised Code of Conduct:**

1. I will adhere to all applicable rules and guidelines of ISN.
2. I will only use ISN's name and logos in compliance with guidelines issued by ISN.
3. While participating in ISN events or representing myself as a Member of ISN, I will not engage in disruptive, inappropriate, verbally or sexually harassing behaviour toward others, and I will observe the personal boundaries set by others.
4. I will comply with all applicable copyright and intellectual property laws, and I will adhere to any related guidelines issued by ISN from time to time.
5. I will respect the data privacy of other Members. I will take no action to gather or "harvest" Member contact information in bulk from ISN's Member database/directory and distribute that information to others for any reason.
6. I will not represent myself or any of my affiliations using ISN's name in such a manner as to imply endorsement by ISN in order to advance personal leads or other gain.
7. If I choose to volunteer with ISN in committees, I will become familiar with and follow ISN's policies, procedures, guidelines while acting on behalf of the Society.
8. If I have received financial support from ISN, I will provide a report, if requested in the guidelines, regulations or the acceptance letter, on the supported activities, within the time period as stated for the respective type of ISN funding.

I understand that my acceptance of this Code of Conduct is applicable to the full duration of my ISN membership regardless of whether my membership is maintained on a consistent or intermittent basis. I further understand that failure to comply with this ISN Member Code of Conduct could result in sanctions up to and including loss of ISN Membership and/or legal action depending upon the nature, severity and material impact of the violation.