



Council of State Archivists
Code of Conduct
Approved by CoSA Board of Directors
March 28, 2018

Code of Conduct

Introduction

The success of the Council of State Archivists (CoSA) depends on the trust and confidence that is earned from its members, volunteers, employees, contractors, programmatic partners, and vendors. CoSA gains credibility by adhering to its commitments, displaying honesty and integrity, and reaching goals through professional and honorable conduct.

CoSA's Commitment

CoSA's members and others deserve an organizational environment where each individual is treated with dignity and respect, regardless of age, color, creed, disability, family relationship, gender or gender identity / expression, individual lifestyle, marital status, national origin, physical appearance, race, religion, sexual orientation, or veteran status. In creating such a safe environment where discrimination is not tolerated, CoSA denounces discrimination and harassment in any form. (See CoSA's Non-Discrimination Statement (2012) for more details.) CoSA is committed to providing conferences, events, meetings, training, formal mentoring relationships, and online spaces that are free of all types of abusive, offensive, or harassing behavior.

Prohibition on Harassment

Conference, event, meeting, training, mentoring, and online participants who are asked to stop any harassing behavior are expected to comply immediately. Those who violate these rules may be expelled from the activity at the discretion of the CoSA Executive Director or organizers. Persons who have been expelled or denied access may appeal to the CoSA Executive Committee.

CoSA will investigate all reported instances of questionable or unethical behavior. In every instance where improper behavior is found to have occurred, CoSA will take appropriate action. CoSA will not tolerate any form of retaliation against members, volunteers, employees and contractors, programmatic partners, or vendors who raise genuine concerns in good faith.

CoSA's [Non-Discrimination Statement](#) (2012), [Conflict of Interest](#) (2014) and [Whistleblower Protection](#) (2014) policies support the Code of Conduct. The statement and policies are available online and may be found at: <https://www.statearchivists.org/about/>

What to Do if You Are a Victim of or Witness to Abusive, Offensive or Harassing Behavior

- **If you feel that you are in immediate danger at any time during a CoSA Annual Meeting or event, contact law enforcement (by dialing 911) or the facility's front desk without delay.**

- **At the CoSA Annual Meeting:** If you are not in immediate danger but feel that you are being harassed or that someone else is being harassed, go to the Onsite Registration Desk and ask the staff to contact the CoSA Executive Director. You may be asked for a cell phone number at which the Executive Director can reach you. The staff at the Registration Desk may also contact one of the Executive Directors of the other sponsoring organizations for assistance.
- **At other CoSA Events/Meetings/Trainings:** If you are not in immediate danger but feel that you are being harassed or that someone else is being harassed, discuss your concerns with the presiding officer or instructor and/or contact the CoSA Executive Director.
- **In CoSA Online Spaces:** Contact the CoSA Executive Director.

Contact information for CoSA Executive Director: 502-229-8222, bteague@statearchivists.org

CoSA Employees and Contractors

CoSA may take disciplinary action against employees and contractors who fail to follow this Code of Conduct and its supporting policies and statements. Disciplinary actions will vary depending on the violation.

Possible consequences include:

- Reprimand.
- Suspension or termination.

CoSA reserves the right to take legal action in cases of unlawful behavior.