

## **CEEA-ACÉG Code of Conduct Complaint Process- March 2024**

The Canadian Engineering Education Association- Association Canadienne de l'éducation en génie (CEEA-ACÉG) has established an [Event Code of Conduct](#) to provide a safe and welcoming experience at our events for all participants.

If you have witnessed a violation of the Code of Conduct, we have established a process to address your concerns. All conference participants can access this process including delegates, students, speakers, organizers, exhibitors, sponsors, volunteers, host institution staff, and CEEA-ACÉG staff.

All code of conduct-related reports can submit a confidential email to: [conduct-conduite@ceea-aceg.ca](mailto:conduct-conduite@ceea-aceg.ca)

The email is monitored by the CEEA-ACÉG Executive Director who will know your identity and will not share any information with others unless required by the defined process.

You may also request a confidential meeting/conversation with the CEEA-ACÉG Executive Director through email to discuss our internal process or any concerns you may have.

According to the complainant's wishes, the following processes are available:

### **Process A- Informal**

- Written complaint received at [conduct-conduite@ceea-aceg.ca](mailto:conduct-conduite@ceea-aceg.ca)
  - Please complete the complaint form at <https://ceea.ca/wp-content/uploads/2024/03/Code-of-Conduct-Compliant-Form-v.1.pdf>
  - Complainant confirms that Process A is requested
  - Local and immediate action: meetings with complainant and with other parties as required
  - Other parties are informed a complaint has been issued (while remaining confidential to the extent possible)
  - Request for action to stop situation immediately
  - Validation with complainant that situation has stopped
- If the situation continues, escalates or there are other concerns, Process B may be engaged, with complainants' approval.

Throughout this process, we will do our best to maintain the confidentiality of those involved. The CEEA-ACÉG Executive Director will have knowledge of the identity of those involved and the specifics of the situation as shared. Other involvement will be limited based on the best resolution. A non-identifying overview of the incident and resolution will be shared with the CEEA-ACÉG Board Chair or designate.

### **Process B- Formal**

- Written complaint received at [conduct-conduite@ceea-aceg.ca](mailto:conduct-conduite@ceea-aceg.ca)
- Complainant confirms that Process B is requested
- Complaint form is completed by complainant (s)
- Inquiry process is initiated pending the circumstances
- CEEA-ACÉG reserves the right to inform the Conference Host institution

- CEEA-ACÉG reserves the right to inform additional parties relevant to the complaint, pending circumstances.
- Due to the formal nature of this process, identities will be communicated to all parties named in the complaint.

CEEA-ACÉG reserves the right to seek assistance from the local conference venue and/or local authorities if needed.