

Date

### **Workshop Code of Conduct Incident Reporting Form**

If you wish to report an issue concerning the organizers, you can contact the Conference and Workshop Section directly and submit a confidential report by sending an email to [workshop-codeofconduct@oist.jp](mailto:workshop-codeofconduct@oist.jp) (use this template to submit your report. You can attach other type of files to the email if necessary).

All complaints will be taken seriously and responded to by the Dean of Research promptly.

Confidentiality will be maintained to the extent that it does not compromise the rights of others. Individuals found in breach of this Code of Conduct will be dismissed from the workshop immediately.

Retaliation for reporting harassment is also a violation of Code of Conduct, as is reporting an incident in bad faith.

1. Your Name
2. Your Email
3. Name of workshop, you are attending
4. Please write your report here

5. I understand that reporting an incident in bad faith is also a violation of the Code of Conduct (see page 2).

Yes

## **OIST Code of Conduct**

### **Purpose**

To ensure that all participants have a clear understanding of the behavior that is expected of them.

### **Code of Conduct**

We are committed to making our workshops (workshop(s) organized by OIST, hereinafter “our workshop(s)”) an inclusive space for sharing ideas and knowledge. We will not tolerate disrespectful communication, discrimination, harassment, or bullying in any form. As such, all participants attending our workshops are required to comply with this Code of Conduct. To provide all participants the opportunity to benefit from our workshops, we at OIST are dedicated to a positive, safe and harassment-free experience. Harassment in any form is specifically prohibited.

### **What is Harassment?**

Harassment involves continued antisocial or unreasonable actions that violate a reasonable person’s personal rights and/or dignity and cause mental suffering, and thus worsen the person’s environment or make him/her anxious about participation. Behavior that is acceptable to one person may not be acceptable to another, so we ask that you use discretion to be sure that respect is communicated. Harassment intended in a joking manner nevertheless constitutes unacceptable behavior. Speech that is not welcomed or that is personally offensive, whether it is based on gender, age, sexual orientation, mental or physical disability, ethnicity, national origin, religion etc. will not be tolerated.

If you are being harassed, notice that someone else is being harassed, or have any other concerns, please bring this to the immediate attention of the organizers. If you wish to report an issue concerning the organizers, you can contact the Conference and Workshop Section directly and submit a confidential report by sending an email to [workshop-codeofconduct@oist.jp](mailto:workshop-codeofconduct@oist.jp) (use this template to submit your report. You can attach other type of files to the email if necessary).

All complaints will be taken seriously and responded to by the Dean of Research promptly. Confidentiality will be maintained to the extent that it does not compromise the rights of others. Individuals found in breach of this Code of Conduct will be dismissed from the workshop immediately. Retaliation for reporting harassment is also a violation of Code of Conduct, as is reporting an incident in bad faith.