

INSTITUTE FOR NEUROSCIENCE AND CONSCIOUSNESS STUDIES

CODE OF ETHICS

(updated November 11, 2017; includes the Cultural Awareness Policy addendum)

Mission

To expand the understanding of human consciousness by conducting scientific research and offering educational opportunities to the public.

Code of Ethics

Given its mission, the *Institute for Neuroscience and Consciousness Studies* (“INACS”) has adopted a code of ethics to guide its board members, committee members and staff in their conduct when acting on behalf of INACS. The Code contains broad principles reflecting the types of behavior INACS expects towards constituents, donors, employees, peers and the public.

This policy is not intended as a stand-alone policy. It does not embody the totality of the ethical standards, nor does it answer every ethical question or issue that might arise. Rather, it is one element of a broader effort to create and maintain a quality organization that gives ethical conduct the highest priority. This Code will be reviewed periodically.

Board members, Advisors, Associates, committee members, volunteers, and staff will:

1. Strive for excellence and innovation, and demonstrate professional respect and responsiveness to constituents, donors and others. Listen to our stakeholders and make all reasonable efforts to satisfy their needs and concerns within the scope of our mission.
2. Make an effort to understand, respect and support our constituents from other cultures, and contribute to an organizational culture that respects the diverse, individual contributions of all.
3. Show the utmost respect for all those associated with INACS, and avoid any gossip or disparaging comments verbally or in writing. When performance needs to be evaluated, it will be done in a small supervisory committee format rather than in a public venue.
4. In all meetings, stay on-topic, listen and refrain from interrupting others, be mindful of the time, behave in a professional and positive manner, and always ask, “Is this in the best interest of INACS right now?”
5. Respect the confidentiality of sensitive information about INACS, its members, constituents, donors, board and employees.

6. When representing INACS, place the mission and goals of INACS ahead of personal goals and interests.
7. For the Trustees: provide credible and effective oversight to the organization's work without personal bias.
8. Abide by the governing documents and policies of INACS.
9. Openly and honestly tell the truth.
10. Honor our commitments and promises to the best of our abilities.
11. Appropriately acknowledge contributions from other individuals and organizations that help facilitate our goals.
12. Be forthright in fundraising activities, and in recruiting new members to join INACS.
13. Not accept commissions, gifts, payments, loans, promises of future benefits or other items of value from anyone who has or may seek some benefit from INACS in return—except as in the course of normal business practices and occasional gifts of nominal value that are in keeping with good business ethics.
14. Comply with all applicable federal, state and local laws, regulations and fiduciary responsibilities in an effort to create transparency in all of our operations.
15. Not lobby with the intent to influence individual candidates.
16. In all research activities, conform to the guidelines from the American Psychological Association's Ethical Principles of Psychologists, Standard 8: Research and Publication (See Appendix A for details).
17. Act at all times in accordance with the highest ethical standards and in the best interest of INACS, its members, constituents, donors and reputation.
18. Be accountable for adhering to this Code of Ethics.

Compliance, Monitoring and Reporting

The management of the *Institute for Neuroscience and Consciousness Studies* is responsible for communicating this Code of Ethics to all members of the board of directors, active advisors, associates, volunteers, standing committee members, as well as staff, staff interns and staff volunteers and for ensuring its adherence at all times.

Ratified by the *Institute for Neuroscience and Consciousness Studies* on August 19, 2017.

INACS Cultural Awareness Policy (*added August 19, 2017*)

The following policy has been developed to provide clarity on expectations and guidelines for behavior of all INACS board members, general members, advisors, associates, and all attendees at any events sponsored by INACS or held at the INACS' offices. It is also an addendum to the INACS' Code of Ethics; all INACS board members, associates, event organizers or volunteers are expected to read and sign it (in addition to the general Code of Ethics).

INACS intends to provide a welcoming, fun, and safe environment for all attendees at INACS events, as well as at all Austin Consciousness Community events that are held at the INACS' office. We do not tolerate harassment in any form. Discriminatory language, imagery and/or behavior is not appropriate for any event held in the INACS' office. Event organizers and INACS board members have the duty and power to investigate all reported incidents of harassment and to remove confirmed harassers from the INACS offices.

Harassment is understood as any behavior that threatens another person or group or produces the perception of an unsafe or uninclusive environment. It includes offensive verbal comments or non-verbal expressions related to gender, gender identity, gender expression, sexual orientation, disability, physical appearance, body size, race, culture, age, religious beliefs, and/or sexual or discriminatory images, deliberate intimidation, stalking, following, harassing photography or recording, sustained disruption of talks, discussions or other events, inappropriate physical contact, and unwelcome sexual attention.

Conflict Resolution

1. Initial Incident

If you are being harassed, notice that someone else is being harassed, or have any other concerns, please consider first informing the offender by describing the behavior that you consider objectionable and asking him or her to stop. The offending behavior may be unintentional, and the accidental offender and offended may resolve the incident in this manner with the offender ceasing the behavior and/or apologizing.

If you believe that bringing up the incident with the offender will have negative or unsafe consequences for you or may lead to further offenses, then please inform an organizer of the event you are attending or a member of the INACS board who is present at the event about the incident.

2. Escalation

If the offender insists that he/she did not offend, or if the offender continues the harassment after being asked to stop, then you may need a third party to address the issue. If you are at an event, find an event organizer or INACS board member and inform them about the incident and specific behavior.

3. Investigation

Event organizers and INACS' board members are obligated to thoroughly investigate any reported incidents of harassment by seeking private accounts of the incident from all concerned parties.

4. Sanctions

Participants asked to stop any harassing behavior are expected to comply immediately. If a participant continues to engage in harassing or threatening behavior after being notified of the offending behavior, event organizers may take any of the actions specified below that they deem appropriate.

Specific sanctions may include:

- warning the offender to cease the offending behavior, and that any further reports will result in other sanctions
- requiring that the offender avoid any interaction with and limit physical proximity to their victim for the remainder of the event
- requiring that the offender immediately leave the event and not return
- not allowing the offender to attend future events
- immediately ending any event, volunteer responsibilities, or privileges that the offender holds and requiring that the offender not volunteer for future events (either indefinitely or for a specified time period)

If an event organizer takes any of the above actions, he or she will be sure to notify an INACS' officer (president, vice-president, secretary, or treasurer) within 24 hours, being sure to describe the nature of the offending behavior, the identity of the offender, and any action(s) that he or she carried out. The INACS' officer will then notify the INACS' Administrative Committee by email within 24 hours.

INACS expects participants to follow these rules at all events held in the INACS' offices. Event organizers will help those experiencing harassment to feel safe for the duration of any events that they organize or lead.

We value your participation in the Austin Consciousness Community, and your efforts to keep the INACS' office a safe and friendly space for all participants!

**INSTITUTE FOR NEUROSCIENCE AND CONSCIOUSNESS STUDIES
CODE OF ETHICS – ENDORSEMENT**

(revised to include the Cultural Awareness Policy dated 8/19/2017)

This form must be completed by all INACS’ Trustees, active Advisors, Associates, volunteers, standing committee members, as well as staff, staff interns and staff volunteers upon their joining the organization.

The undersigned by their affixed signature accept and agree to abide by the INACS’ Code of Ethics Policy including the Cultural Awareness Policy addendum.

I have read, understand, and agree to abide by the INACS’ Code of Ethics policy (revision including the Cultural Awareness Policy and dated 8/19/2017).

Signature

Print Name

Position

Date