

**Canadian Archaeological Association**  
**Anti-harassment Policy and Procedures**  
**Appendix A**  
**Conference, Meeting and Event Safety Processes and Guidelines**

**The Canadian Archaeological Association (CAA)** and its members are committed to ensuring that participation in our organization and in our annual meetings, conferences and any sponsored events are undertaken with a clear framework for professional conduct.

The Board of the CAA is committed to doing what is necessary to ensure that our members, conference participants, and any public attendees are protected from harassment, assault, and other misconduct as they take part in CAA sponsored events and activities.

As an extension of **The Canadian Archaeological Association Anti-Harassment Policy** the CAA has implemented a series of procedures to protect members and conference attendees at the annual meeting/conference of the Canadian Archaeological Association and any CAA sponsored events. These procedures are made in addition to those outlined in **The Canadian Archaeological Association Anti-Harassment Policy**. Members can expect the following at any annual meeting, conference or event:

- Enhanced security at the event, to include badge/registration check-ins to prevent unregistered attendance.
- A well-publicized reporting mechanism for those who feel unsafe because of the presence of another attendee, to include:
  - Organizers and support staff who are easily identifiable through “safety and security” badges who can offer immediate assistance and support;
  - A CAA email address, [safety@canadianarchaeology.com](mailto:safety@canadianarchaeology.com) to be distributed via an email to membership prior to the meeting, conference or event for use in reporting incidents or concerns. (This email will also be widely publicized at the annual meeting on signage in conference spaces and in registration packages);
  - Organizers and support staff will be available to discreetly accompany attendees to events at their request;
  - Confidentiality will be respected within the parameters of the law; and
  - The CAA commits to do everything in its power to protect any complainant from retaliation.
- Any member of the CAA or participant in a CAA conference, meeting and/or event must agree to the following self-disclosure:

*I am not and have never been the subject of adverse findings from a discrimination or harassment lawsuit or administrative complaint; and*

*I have not been found at fault in a disciplinary action, such as suspension or termination resulting from a harassment investigation.*

- If a member who has already completed their registration cannot commit to this self-disclosure, they must withdraw their registration and their registration fees will be reimbursed.
- If a person attending an annual meeting, conference or event is found to have violated the conditions outlined above, they will be immediately asked to leave the event premises, their meeting badge/registration will be revoked, and notice will be given to all organizers and staff to refuse their re-entry.
- If an incident should arise during any annual meeting, conference or event the CAA and any organizing committee retains the right to immediately address the incident; this can include separating persons, immediately requesting that individuals leave the meeting, conference or event, and refusing their re-entry.
- The actions taken to ensure member safety at meetings, conferences or events are not rulings on the substantiation of received complaints and can be made on the preponderance of evidence or reasonable presumption of harassment having occurred.
- The CAA and any organizing committee will work directly with law enforcement to manage any removal process.
- If a broader safety concern arises at the meeting that involves the safety of all attendees, the CAA will provide timely updates as they become available, or are necessary to ensure the immediate safety of members.

The CAA remains an organization bound by our principles of ethical conduct. We have a mutual obligation to protect our members and to ensure the safety of all those who attend our events. We look forward to continuing to work with our membership to ensure that our organization and our meetings remain a respectful and safe space for all participants.