

Code of Conduct for the International Network for Conservation Paleobiology

Last updated: October 2025

Introduction: The International Network for Conservation Paleobiology (INCP) strives to provide a safe and supportive environment for all of its members. Members agree to adhere to this Code of Ethics and Professional Conduct. This code applies to all members of INCP.

Expectations

Participants will treat others with dignity and respect, regardless of their own or another's race, sex, national origin, disability, religion, age, sexual orientation or other protected status.

Participants will not practice, incite, encourage, or condone prohibited behavior. Members will not attempt to injure the reputation or professional opportunities for others by false, biased, or undocumented claims. Members will remember that, intentionally or unintentionally, we act as ambassadors for our profession, and will conduct ourselves accordingly at all times.

Consequences: Members found in violation of the code of conduct will have their non-refundable membership revoked.

Prohibited Behaviors

1. Harassment, including sexual harassment, denigrating jokes, stereotyping, microaggressions, and physical/verbal abuse or intimidation;
2. Verbal or written abuse or intimidation (in-person or remotely), including but not limited to: harmful or negative comments related to race, color, national or ethnic origin, immigration status, religion, age, marital status, parental status, sex, sexual orientation, gender identity or expression, socioeconomic background, level of education, disability, or veteran status;
3. Violating the previously communicated (verbally or nonverbally) physical, emotional, and sexual boundaries of others through the continuation of otherwise prohibited behaviors, or through verbal or written comments founded on any personal aspect of another individual;
4. Intentional, unwelcomed physical behaviors (in-person or remotely), including but not limited to: stalking, physical contact, and aggressive or intimidating displays and/or body language;
5. Threats (real or implied) of professional, physical, financial, or emotional harm;
6. Retaliation against any individual who reports harassment or assists in an investigation will not be tolerated.

Reporting an Allegation of Conduct Violation: If one is subject to or witnesses prohibited behavior, they should notify in writing the network's email address, and further instructions will then be provided about where to submit a report of an allegation (this will be one or more of the following: network officer(s), board member(s) and/or an independent ethics committee). An allegation report must contain the following information:

1. The name(s) and affiliation(s) of the individual(s) submitting the allegation, the victim(s), and the name of individual(s) alleged to have engaged in the prohibited behavior(s), if known. If not known, then any possible identifying information should be provided.
2. A description of the allegation that includes the date (or range of dates) and circumstances of the alleged misconduct, and the name(s) and affiliation(s) of all parties involved, including any witnesses.
3. Any documents or other relevant items (e.g., written or digital correspondence, physical evidence, etc.) with annotation detailing how the item relates to the allegation.
4. An explanation of the type of prohibited behavior(s) as defined in this Code of Conduct that are being alleged.
5. A statement explaining any real or reasonably perceived conflict(s) of interest related to any parties named in the allegation. This is to ensure a fair and unbiased process. A conflict of interest does not preclude the filing of an allegation.

Allegations may be returned if they do not contain the above information.

Review of Allegations of Misconduct: All investigations will be conducted under strict confidentiality when such confidentiality would not reasonably result in the physical, professional, or psychological harm to any party and when the allegations do not pertain to a crime. The person who reported the allegation and the subject(s) of the report will be notified in writing that the report has been received and that an investigation is being conducted, and they will be given an outline of the next steps that will be taken. A person who is the subject of the report also has the opportunity to respond to the allegations and provide information to the committee.

Self-reporting: Candidates and nominees for volunteer governance positions (council and committee members) are expected to meet all expectations outlined in this Code of Conduct. Members will be asked annually to self-disclose professional conduct as part of the membership renewal or onboarding process.