



## THE CATHOLIC BIBLICAL ASSOCIATION OF AMERICA

**All participants are expected to behave in accordance with norms for participation in academic conferences, and in particular, are asked to note the following:**

- Most sessions are offered in a hybrid format, meaning that some presenters will participate virtually while others will be in-person. Participants are asked to be mindful to include both their in-person and virtual colleagues in conversation.
- Presenters should arrive to the meeting space in-person or virtually join the session at least 10 minutes prior to the start of the session to connect with the session chair.
- We ask that in-person presenters who desire to use visual aids (e.g., Powerpoints, digital handouts) store their media online (e.g., google drive, email) so they might access them quickly for their presentation. Some users of Mac M1 laptops have reported issues connecting to Creighton University's classroom media stations.
- In-person participants are invited to engage with the presentations during the open discussion by physically raising their hands, while virtual participants are invited to use Zoom's chat or 'raised hand' feature to engage with the presentations. Session chairs will call on interlocutors, as time allows. Inappropriate comments or behavior will lead to immediate removal from the conference.
- All sessions will have a technical assistant in or immediately adjacent to their meeting space to help with technical concerns and the flow of the session. Additional technical assistance is available by email at [cbatechhelp@gmail.com](mailto:cbatechhelp@gmail.com).
- Participants are expected to attend as many sessions as possible.
- Update the Zoom application prior to the event (current version is 6.4.1).
- **RECORDING:** *All sessions will be recorded for archival purposes, and some will be shared on the CBA website and social media sites. By agreeing to attend the virtual, you grant permission to CBA to record and broadcast your likeness.*

## CBA PROFESSIONAL CONDUCT POLICY

Harassment of the Catholic Biblical Association (CBA) and its employees, members, or volunteers and other individuals attending ("attendee") CBA operated, sponsored and/or affiliated events on the basis of race, color, religion, sex, sexual orientation, national origin, age, marital status, disability, or other basis, including sexual harassment (as defined and protected by applicable law) is unacceptable and will not be tolerated.

### Sexual Harassment

Sexual harassment has been defined generally as including unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature whenever: (1) submission to the conduct is either an explicit or implicit term or condition of employment; (2) an individual's reaction to the conduct is used as a basis for employment decisions affecting that individual; (3) the conduct has the purpose or effect of interfering with the individual's work performance; or (4) the conduct has the purpose or effect of creating an intimidating, hostile, or offensive working environment.

No employee, member, volunteer, or attendee should be subjected to sexual harassment or unsolicited and unwelcome sexual overtures, nor should any employee, member, volunteer, or attendee be led to believe that any benefit will in any way depend upon “cooperation” of a sexual nature.

Sexual harassment is not limited to demands for sexual favors. It also may include such actions as: (1) sex-oriented verbal “kidding,” “teasing,” or jokes; (2) repeated offensive sexual flirtations, advances, or propositions; (3) continued or repeated verbal abuse of a sexual nature; (4) graphic or degrading comments about an individual or his or her appearance; (5) the display of sexually suggestive objects or pictures; (6) subtle pressure for sexual activity; and (7) inappropriate physical contact.

Sexual harassment does not refer to occasional compliments of a socially acceptable nature or consensual personal and social relationships without a discriminatory employment effect. It refers to behavior that is not welcome and that is personally intimidating, hostile, offensive.

### **Other Unlawful Harassment or Conduct**

Harassment on any grounds is prohibited.

### **Scope of Policy**

This policy prohibiting harassment, whether sexual or of another nature, is not limited to relationships between and among employees, members and volunteers, but also extends to interaction with attendees and vendors. No officer, director, members, or other volunteer shall subject any employee, member, volunteer, attendee, or vendor to sexual or other harassment of any nature, including that conduct described above. Any forms of harassment as described in this policy are reportable immediately to the [CBA Executive Director](#) or the [Chair of the Executive Committee](#).

CBA will fully investigate all complaints and will maintain confidentiality to the extent possible. Anyone who is found to have engaged in harassment will be subject to appropriate disciplinary action, which may include the following: (1) a written reprimand or censure; (2) a request for resignation; (3) removal of such person from the individual’s position within CBA; or (4) termination of the individual’s membership, employment, engagement, and/or participation in current and/or future CBA operated, sponsored and/or affiliated events. No individual will be retaliated against for making a complaint or assisting with the investigation of a complaint.

### **Procedure for Investigation and Determination**

Any person who has experienced a serious harassment or any physical assault should contact law enforcement officials immediately. Any person who desires to report a possible violation of the CBA Professional Conduct Policy at an CBA sanctioned event should promptly contact the CBA Executive Director or the Chair of the Executive Board. CBA has established Professional Conduct Investigation Procedures that provide guidelines for gathering information, maintaining confidentiality to the extent possible, reaching an initial determination, allowing for an appeal, and determining disciplinary action. An investigation may not be conducted without the consent and participation of the alleged victim.