

Code of Conduct

1. Preamble¹

Arctic Frontiers is a catalyst for decision-making and network building by mobilizing key voices of science, policy, business, and local Arctic communities, to rapidly turn knowledge into actions. Through linking policy, business and science, Arctic Frontiers sets the agenda for responsible and sustainable development in the Arctic. The Arctic Frontiers partnership network consists of some of the world leading bodies in the Arctic, leading to an interdisciplinary, competent, and unique partner network, both nationally and internationally.

Arctic Frontiers started out in 2007 with an intimate conference in northern Norway and has evolved into assembling annual global conferences on economic, societal, and environmental sustainable growth in the Arctic. Annually, Arctic Frontiers brings together decision makers from national and international governments, world-leading scientists, and crucial businesses in the Pan-Arctic region. The objectives of this annual conference are to build new partnerships across nations, generations, and ethnic groups; provide a forum for dialogue and communication; to highlight key novel Arctic science with a specific focus on early career and young scientists; initiate science-based policy making; and ensure that Arctic issues remain at the forefront of decision making.

In between the annual conferences, Arctic Frontiers administration works together with the partners and collaborators on year-around activities. Through seminars, open debates, workshops, webinars, projects, and network meetings both in Norway and abroad, Arctic Frontiers sets the agenda and advocates a responsible knowledge-based growth and development in the Arctic.

This document outlines the code of conduct adopted by Arctic Frontiers. The aim of this document is to promote open, inclusive, safe, and positive space at Arctic Frontiers events, whether online or in-person, and to guide attendees and participants on the required behaviour. The code of conduct applies to conferences, meetings, e-mail exchanges and other interactions. These are guidelines and do not imply legal obligation. Arctic Frontiers encourages reporting of any misconduct to the year-round dedicated and confidential email address (trust@arcticfrontiers.com). The Arctic Frontiers staff members associated with this email address are committed to the strictest of confidence.

¹The Arctic Frontiers code of conduct was constructed with help from:

- The EGU Code of Conduct
- The AGU Code of Conduct
- The Code of Ethics and Professional Conduct, World Health Organisation
- The Arctic Council Secretariat Staff Rules
- The Akvaplan Niva AS Staff Handbook

2. General Principles

Arctic Frontiers is committed to providing a harassment-free, safe, open, welcoming, respectful, and positive environment for its staff, partners, volunteers, attendees, and participants during events. In the remainder of the document, Arctic Frontiers 'Participants' refers to anyone attending Arctic Frontiers events, regardless of whether the event is virtual or in-person. In particular:

- Discrimination (including but not limited to race, ethnicity, nationality, gender, sexuality, age, disability, marital and parental status, religion or lack thereof, pregnancy, reprisal/retaliation, choice of technology, physical appearance, body size, socio-economic background, educational background, career stage, military service and veteran status), bullying, intimidation, harassment, coercion, plagiarism, and censorship are classified as unethical behaviour and misconduct².
- Arctic Frontiers participants shall uphold the highest standards of integrity, including, but not limited to, impartiality, fairness, honesty, and truthfulness.
- Arctic Frontiers employees and participants are encouraged to report any misconduct to the trusted person via email (trust@arcticfrontiers.com). Further, Arctic Frontiers encourage that acts of misconduct and unethical behaviour are intercepted where possible.³ If possible, it is preferable that reports of misconduct are made within 60 days of the discovery of the incident, so that a timely investigation may occur.
- Arctic Frontiers encourages all participants to distinguish between professional, evidence-based comments from their personal opinions when publicly presenting their work and/or taking part in Arctic Frontiers discussions and activities.

²Misconduct is here defined as a violation of the standard code of conduct. Misconduct also includes unethical and/or biased treatment of people whilst attending Arctic Frontiers events. Misconduct does not include errors in judgement; honest mistakes in recording, reporting or analysis; and difference of opinion based on scientific, Indigenous, business, or governing evidence or knowledge.

³Arctic Frontiers may undertake an investigation into allegations of misconduct and decide to take action when misconduct is reported by any associated persons of Arctic Frontiers. This investigation may also include cases where the reputation or integrity of Arctic Frontiers is impacted.

3. Code of Conduct for Event Organising

Arctic Frontiers expects professional and respectful conduct from all employees and participants, at all times, including at organised events. Arctic Frontiers staff are required to demonstrate the highest levels of integrity, honesty, fairness, and respect in their duties and in the interests of Arctic Frontiers. Arctic Frontiers is dedicated to creating open and inclusive events by fostering diversity in session organisers, presenters, invited speakers and participants. Arctic Frontiers events are non-biased, and favouritism of any kind is not allowed. Session committees are expected to also uphold these values when asked to suggest speakers/participants and are required to read the code of conduct regularly.

4. Code of conduct for Event Participation

Arctic Frontiers require professional and respectful participation at all events, regardless of whether this is virtual or in-person. Participants are expected to provide true professional identity, affiliation and contact information during registration and during the event. Further, participants are expected to respect the rules and policies of the event venue, venue staff and online platform.

Presenters are asked to familiarise themselves with the schedule, format for presentations, and specific guidelines for presenters prior to the event beginning. All authors should have agreed upon co-authorship and shared contributions prior to submitting an abstract and/or presenting. Presenters should be aware of plagiarism and copyright laws and understand that copying others' work and/or presentation is prohibited. If your scientific presentation has benefitted from the use of Artificial Intelligence software such as ChatGPT, this should be acknowledged. Arctic Frontiers has the right to record events, either for uploading to/streaming on virtual platforms or for advertisement and marketing of events. Recording of presentations and taking photographs of scientific content by participants is allowed, but permission from the lead author should be sought.

5. Trusted Person

Any breach of conduct or witnessed misconduct should be reported, in a timely manner, to the Trusted Person(s) at Arctic Frontiers via email (trust@arcticfrontiers.com). At one time, only two Arctic Frontiers employees have access to this email and will respond to the reporting person as soon as possible. Information disclosed to the Trusted Person(s) will be treated discretely, but Arctic Frontiers can not guarantee anonymity of the accuser within the investigation. It is possible that the Trusted Person(s) may ask for additional information to evaluate the situation and possible investigation. A threshold of information is required to initiate an investigation. Should an investigation into misconduct be required, the information may be passed on to a small number of relevant parties who are involved in handling the investigation. All knowledgeable parties will be asked to treat information confidentially. Investigation by Arctic Frontiers will remain impartial to the involved parties. Should the misconduct activity violate the code of law in relevant countries, and/or the code of conduct of other institutions where the alleged incident occurred, Arctic Frontiers will work with the appropriate authorities.

The Trusted Person(s) and Executive Director must report any conflicts of interest. Should the misconduct allegation be made against the Trusted Person or the Executive Director of Arctic Frontiers, the case will be passed onto the chair of the Arctic Frontiers Board.

6. Sanctions and Appeals

Potential sanctions may be imposed by Arctic Frontiers upon investigation of misconduct. These include, but are not limited to:

- Written advice or reporting
- Removal of persons from association with Arctic Frontiers
- Withdrawal of presentations and material (both virtual and in-person)
- Suspension from presenting or registering for future Arctic Frontiers events
- Notifying home institution of ongoing investigation and outcome of misconduct investigation

- Issuing a public statement

Information related to unsubstantiated allegations of misconduct will be deleted and securely removed. Information related to proven misconduct cases will be kept in a secure database, accessible by only the Trusted Person(s) and Executive Director of Arctic Frontiers.

Once a decision has been made on the misconduct investigation, an appeal can be logged within 10 days of the decision by emailing the Executive Director of Arctic Frontiers (anu@arcticfrontiers.com). The case will be considered by an ad-hoc committee led by the Chair of the Board of Arctic Frontiers. The ad-hoc committee will reconsider the findings and assess new evidence. The final decision will be communicated to the relevant parties by the Executive Director of Arctic Frontiers.