

**Minding Animals International Incorporated**  
*Adopted 16 January 2018*

**Procedure in the Case of Discrimination and/or Harassment**

MAI is committed to making events, workplaces, and meeting places inclusive of anyone, irrespective of considerations including race, ethnicity, sex, gender, sexual orientation, age, disability, physical or mental health status, social or economic status, marital or parental status, pregnancy or breastfeeding, carer or family responsibility, religious belief or activity, union activity, and whether or not someone has been incarcerated with time served.

As such, if anyone (including non-human animals) has suffered behavior that is threatening, intimidating, humiliating, or discriminating on the basis of one or more of the factors listed above, we urge you or an advocate to take the following steps:

If in danger, remove yourself/anyone else in danger from the situation.



If necessary, call emergency services (phone numbers are provided to all conference delegates).



If possible, take evidence (witness(es), photographs, recordings, etc.)



Notify the MAI Chair and Disputes Counsel by email (contact details are provided below)



We will take your complaint seriously, and attend to it in a confidential and timely manner. We will keep you informed as to the expected timeframe for our follow-up, and we will keep a formal record of your complaint, our response, and the outcome of the dispute. In all cases, the Board of MAI will be notified as soon as possible after the complaint has been received. In urgent cases, decisions as to immediate action(s) will be made by the Disputes Counsel, in consultation with the Chair. Possible steps include:

- Referring you to a reputable counsellor and/or lawyer if desired.
  - Supporting you in accessing an accountability process, including referral to external resources, if desired.
  - Referring the matter to the local police and/or other authority if necessary.
  - Excluding the offender from MAI event(s) if necessary.
  - Keeping an official record of your complaint.
  - Taking measures to prevent similar incidents from recurring, and notifying you of these measures.
  - Discussing your case and/or adopting measures at a closed Board meeting.
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**Chair**

Rod Bennison

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**Disputes Counsel**

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