

## CSRF Listserv Guidelines and Code of Conduct

### **PURPOSE OF THE CSRF**

The CSRF listserv allows members of CSRF to send an email to all CSRF members via a single email address. Listserv content should be relevant to all or many of our members.

### **HOW TO USE THE LISTSERV**

#### How to send an email:

Draft the email you want to send. Then, address it to [csrf05@listserv.unb.ca](mailto:csrf05@listserv.unb.ca) to send to all members, or [csrfstudents@listserv.unb.ca](mailto:csrfstudents@listserv.unb.ca) to send to student members only. Hit send.

#### How to reply to an email received through the listserv:

If you want to reply to an email received via the listserv so that everyone will see your response, then hit reply-all. This action will send your reply to all subscribed CSRF members. **If you want to reply only to the sender**, then hit “reply” (and not “reply all”). You may have to remove [csrf05@listserv.unb.ca](mailto:csrf05@listserv.unb.ca) from the addressee options before sending your response and add in the intended recipient’s email address.

### **WHO TO EMAIL IF YOU WOULD LIKE TO BE REMOVED OR ADDED**

Your CSRF membership allows your email address to be automatically added to the listserv(s). If you would like to be removed from the listserv or student listserv, please send your request to [csrf.ed@gmail.com](mailto:csrf.ed@gmail.com). If you are a member but notice that you are not receiving emails from the listserv, you can likewise email [csrf.ed@gmail.com](mailto:csrf.ed@gmail.com).

### **WITH WHOM CAN YOU SHARE THE LISTSERV CONTENT**

Reflect before you share or forward a message. Although most information shared on the listserv may be publicly available and ready for sharing, other information may not be. If the information being shared is not publicly available, please do not share. If you are unsure, you can ask the original sender. If the original email includes a statement such as “please share widely”, then of course you are welcome to do so without needing to ask the original sender!

### **WHAT TO CONSIDER WHEN POSTING TO THE LISTSERV**

The nature of online communication is such that the lack of context cues (i.e., body language, tone, and facial expressions) can make it difficult to read the intentions of a particular message. That said, regardless of intentions in sending a message, our words may have a different impact on the people receiving them than we intended. We expect that all members using the listserv will: (1) be mindful of the impact that their words may have on others; (2) be open to hearing feedback that the impact of their message may not have matched their intentions; and (3) communicate respectfully when there are disconnects between the intentions and outcomes.

*Below are the CSRF guidelines for our listserv (i.e., actions encouraged and those prohibited). Members are required to adhere to the CSRF code of Conduct in all listserv communications [LINK]. These guidelines are meant to maintain a space where members feel welcomed and respected, and that also allows for engagement and collegial discussion, recommendations,*

*support, etc. Further below, you will note procedures for reporting an issue or sharing a concern relating to interactions on the listserv.*

*Note: The following guidelines have been informed by CSRF members' responses to the CSRF Communication Survey and the subsequent CSRF Communication Consultation Report dated October 3, 2021 and its recommendations, as well as listserv guidelines and codes of conduct developed by the Society for Sex Therapy and Research (SSTAR), American Association of Sexuality Educators, Counselors and Therapists (AASECT) and International Academy of Sex Research (IASR). These guidelines have been reviewed and approved by the CSRF Executive Council (June 12, 2023).*

#### **A. Actions encouraged on the listserv**

Please ensure that your post is respectful, professional, and non-discriminatory.

1. Announcements from the Executive Council or associated committees (e.g., JEDI committee) including call for abstract submissions, conference updates, AGM date, and other CSRF events.
2. Calls for relevant journal, book, and special issue submissions.
3. Sharing resources and information relevant to sex research, human sexuality, sexual health, sex therapy and other similar topics for the purposes of advancing the field (e.g., books, journal articles, publications, presentations, academic conferences, training and workshops, knowledge translation, sexuality advocacy work, etc.). Sharing this type of information (e.g., resources) is particularly welcome when bringing awareness to others' work. Please use your best judgment to strike a balance between self-promotion and sharing information that would be valued by CSRF members.
4. Sharing of job postings (e.g., funded student positions, postdoctoral fellowships, faculty positions, RA positions).
5. Promotion of CSRF members' research studies for recruitment purposes.
6. Opportunities for collaboration and/or participation (e.g., merging relevant datasets, seeking an expert in a particular area for a research team).

**B. Actions prohibited on the CSRF Listserv:** Posts on the listserv are not reviewed in advance of posting. However, posts may be reviewed by the Listserv Manager and members of the CSRF Executive, after they have been sent. Any unprofessional behaviour as defined by the actions below may result in temporary (first-time violation) or permanent (second-time violation) suspension from the listserv (i.e., you will not be able to send out emails through the listserv, nor receive them). Please see the glossary of terms below.

1. Posting or sharing confidential materials from participants or clients.
2. Posting or sharing protected, copyrighted materials without permission of the copyright holder.

3. The use of discriminatory language (comments discriminating based on identity, race, sexual orientation, gender/sex, physical or intellectual ability, language, relationship configuration, ethnicity, religion, age, academic rank or seniority, etc.).
4. Personal or professional remarks that are harassment, discriminatory, bullying, trolling or defamation – personally and/or professionally. See definitions in the Code of Conduct.
5. Posting messages and/or comments that are unrelated to the topic of the CSRF listserv email thread.
6. Posting messages on the listserv on behalf of people who are no longer members, were never members, or who are restricted/banned from the listserv.
7. Sharing or forwarding private correspondence to the listserv without permission from all involved.
8. Posting replies to a thread that has previously been closed by the CSRF Executive or Listserv Manager due to violations as outlined in this list.
9. Intentionally sending out spam or attachments with viruses.
10. Sharing content or threads of the listserv outside of the listserv without permission of those that have contributed to the thread (see above instructions “With whom can you share the listserv content”).
11. Sharing the listserv email address with non-CSRF listserv members.
12. Using the listserv for exclusively commercial purposes (e.g., sending a link to purchase a product or book or solicit business).

### **C. Additional Notes About Listserv**

1. The guidelines are not meant to promote a culture of censorship, but rather to help promote a respectful space for professional exchanges. The goal of these guidelines is not to shut down or ban controversial issues, but to engage in them in a manner that is respectful, productive, and non-hostile.
2. Please do not send messages intended specifically for the Executive Council or the Executive Director to the listserv (please email our executive director directly at [csrf.ed@gmail.com](mailto:csrf.ed@gmail.com)).

### **Reporting Prohibited Behaviours**

We encourage all CSRF members to be proactive in creating and maintaining a culture of respect within CSRF, that is, one in which everyone feels welcomed and valued. Participants are asked to take action when they observe prohibited behaviors.

***If you experience or witness a violation on the Listserv, you can submit a report to the Executive via the CSRF Misconduct Reporting Form [LINK] or speak directly with a member of the Executive Council. Your report will be reviewed by the Executive to determine if any consequences or disciplinary action should be applied. The CSRF Executive will respect an individual's desire for confidentiality and will handle all reports with sensitivity. If a member of the Executive is implicated in the complaint, they will be recused in advance of the meeting.***