



ASFB Annual Conference and Official Event Safe Point of Contact / Safe Person

The Australian Society of Fish Biology (ASFB) Safe Point of Contact (SPC) is an initiative of the ASFB Executive to provide multiple 'points of contact' during ASFB Conference and Official Events. SPCs are volunteers within our Society that are offering their time and assistance during an event and act as friendly faces and helpful contacts. The SPC role supports the friendly, egalitarian and welcoming nature of the ASFB and enriches our events by assisting all participants in identifying 'Safe People' who are happy to assist with information, to provide introductions to other members for networking opportunities, or to have a chat with if you find yourself feeling alone, lost or uncomfortable.

The SPC can also be a first point of contact at our events if people experience or witness unacceptable behaviour. The SPC can help a person to make contact with security, the ASFB Senior Executive or conference organisers, as appropriate. The SPC role is not a formal conflict resolution position and the SPC is not expected to address the issue or complaint. The ASFB has an [Annual Conference and Official Events Code of Conduct](#) which outlines expected behaviour, unacceptable behaviour, how to report unacceptable behaviour and the procedure for addressing complaints during our events.

The Safe Point of Contact will:

- be readily identifiable by a sign on their badge, for example: 😊;
- assist with providing or accessing information about the Society, the event or people who might be of interest to talk to;
- help make introductions with other members or attendees (e.g. between students and senior ASFB members);
- assist people to reach out to the ASFB Senior Executive (President, Vice President, Past President), the conference organisers or seek further assistance, as appropriate;
- treat all reports of unacceptable behaviour in confidence and with sensitivity, and escalate to the Senior Executive in a fair and timely manner, if requested.

The Safe Point of Contact will not:

- provide intervention, conflict resolution or formal counsel
- investigate, document or record any alleged incident
- determine the seriousness of the incident or decide if a formal investigation is warranted
- limit their own participation in the conference for the benefit of others