

PHOTOGRAPHIC SOCIETY OF AMERICA

PSA ETHICS POLICY (Revised December 2022)

Purpose of the Ethics Policy

This policy describes the ethical standards that are expected of all individuals participating in activities of the Photographic Society of America (PSA), whether or not the participants are members of PSA.

This policy is a general PSA policy: in the event of conflict, all other PSA policies addressing ethical issues are subordinate to this policy.

General Principle

When participating in PSA activities, it is expected that participants will:

- Be honest.
- Obey all relevant laws as they apply in their country of residence and in the country in which the PSA activity is being conducted.
- Follow the rules and restrictions set out in all relevant PSA documents.
- Abide by PSA definitions and rules when entering PSA competitions and PSA recognised exhibitions.
- Not do anything to cause harm to a person, animal or the environment.
- Not engage in any actions or activities that might reflect poorly on PSA.

A non-exhaustive list of behaviours that PSA considers to be unethical are given in Appendix A. PSA acknowledges that ethical practices are, to some extent, determined by cultural norms. Something that may be considered ethical in one culture may be considered unethical in another culture. While acknowledging these differences, PSA reserves the right to determine what is and is not considered acceptable ethical practice in all activities organised by or recognised by PSA.

Policy Administration

Responsibility for overall administration of this Policy shall rest with the PSA Ethics Review Board (ERB), the members of which are appointed by the PSA President. The full responsibilities of the ERB are described in the ERB Master Operating Manual.

The Ethics Review Board is responsible to the PSA Executive Committee acting through the Secretary of PSA.

Supporting Ethics Policies

Policies and procedures that support this overall Ethics Policy are detailed in Supporting Ethics Policies (SEPs). Responsibility for developing and administering those SEPs will be determined by the PSA Executive Committee on the recommendation of the Ethics Review Board. In all situations, the Supporting Ethics Policies are subordinate to this Ethics Policy. To achieve consistency in format and to avoid conflict with other ethics policies, each new SEP will be reviewed by the Ethics Review Board prior to approval by the PSA Executive Committee.

Violation of Ethics Policies

The procedures to be followed for reporting, investigating and acting on suspected cases of violation of this Ethics Policy or of any Supporting Ethics Policy are set out in Appendix B.

The options open to the PSA Executive Committee for responding to proven breaches of this policy include, but are not limited to, the options described in Appendix C. The final decision on penalties for ethics violations rests with the PSA Executive Committee, with the exception that expulsion of a PSA member from membership requires the approval of the PSA Board of Directors.

Updating of the Ethics Policy

The Ethics Review Board is responsible for reviewing and updating this Ethics Policy.

APPENDIX A: EXAMPLES OF BEHAVIOURS CONSIDERED TO BE UNETHICAL

In many areas of PSA's operations, members and others may do things that are undesirable, but which do not constitute ethics violations that could eventually lead to some form of penalty by PSA. Those matters that are serious enough to warrant investigation and possible penalties are referred to as "reportable offences". The following list of reportable offences is not meant to be exhaustive. Additional examples will be available in the Supporting Ethics Policies and the PSA Executive Committee may decide that other forms of unethical behaviour should result in penalties being imposed by PSA. The items listed here are not necessarily of equal seriousness and this is addressed in Appendix C.

General

- Providing false or misleading information to any PSA official.
- Obtaining or using personal information about PSA members (including email addresses) without authorisation.
- Slandering or libelling a PSA member.
- Acting dishonestly in any financial matters related to PSA.
- Falsely claiming to hold an official position in PSA.
- Offensive or abusive comments made to or about a PSA official.
- Actions that bring the PSA into disrepute.
- Submitting plagiarised images or text to the PSA Journal.
- Unauthorised use of the PSA logo.
- Using PSA for personal financial gain.
- Disclosure of confidential PSA information to unauthorised persons.

Image Capture

- Causing harm to others or to living creatures in the process of creating photographs.
- Organising or participating in activities that result in breaches of PSA's Statement on Subject Matter.

Competition and Exhibition Participation

- Representing the work of others as one's own (plagiarising an image) in any circumstance, including PSA competitions or PSA recognized exhibitions.
- Manipulating images in ways that are not permitted by relevant PSA rules (such as the PSA definitions for Nature, Photojournalism and Photo Travel) and entering those images in restricted sections of PSA recognized exhibitions.

Providing false information when an Exhibition Chair, or authorised PSA representative, requests a RAW file or other information about a specific image that has been entered in a PSA recognized exhibition.

Refusing to provide a RAW file or other evidence to establish the legitimacy of an image when requested by an Exhibition Chair or authorized PSA official.

Violating security mechanisms to obtain photographs used in PSA competitions.

Using different titles for the same image entered multiple times in PSA recognized exhibitions.

Competition and Exhibition Organisation and Management

Failure of a Chair or Judge to declare a conflict of interest.

Failure of a Chair to follow the rules set out in the PSA Exhibition Standards.

Failure of a judge to follow the judging procedures required by PSA.

Falsifying information reported to PSA.

Falsifying information in an exhibition catalogue.

Star Ratings and ROPA

Submitting false information on Star/Galaxy/Diamond applications.

Submitting false information on ROPA applications.

Falsely representing that Star Ratings or PSA distinctions have been awarded.

PSA Honors and other Awards

Submitting false information on an honours or other award application.

Falsely representing that an honor or other award has been granted.

Misrepresenting positions held, tasks accomplished, dates of service, or any other information on a PSA Honors, Service Award, Society Recognition Award, or other application/proposal/endorsement/Candidate's Record for PSA recognition.

PSA Education Programs

Using copyrighted materials without permission (plagiarism).

Falsely claiming ownership of images or other materials submitted as coursework.

Falsely claiming to have successfully completed a PSA course.

Administration and Management

Providing false or misleading information to a PSA official or committee.

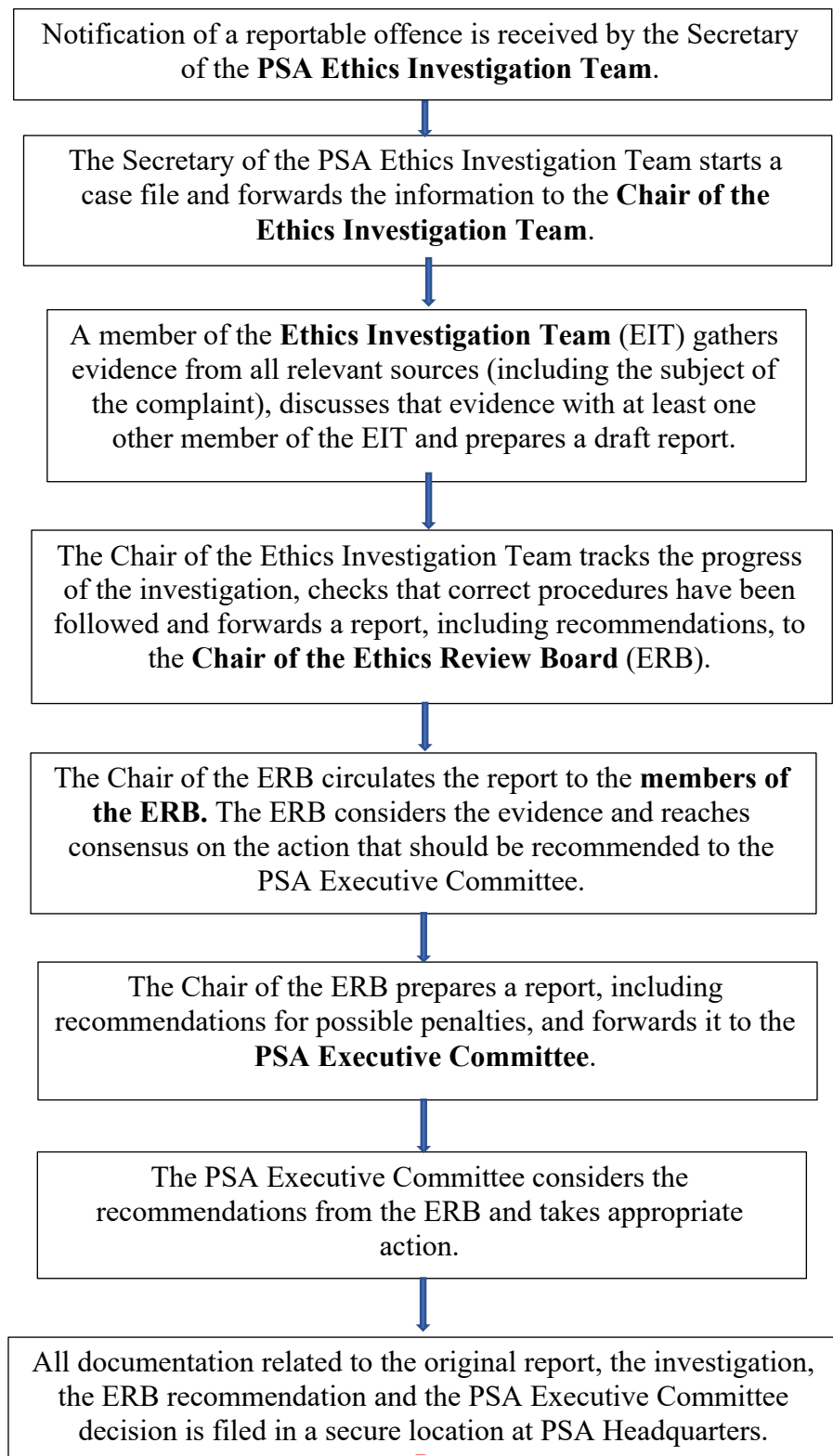
Providing a PSA membership list to any person or organisation without approval from a relevant PSA official.

Acting without authority to commit PSA to any contractual arrangement.

Some reportable offences will be detected and reported to the Secretary of the PSA Ethics Investigation Team soon after they occur. Other reportable offences may not be detected and reported for several years after they occur. There is no time limit beyond which an offence is no longer reportable.

PSA reserves the right to reinvestigate any reportable offence if new evidence that may have changed the outcome is discovered.

APPENDIX B: A FRAMEWORK FOR INVESTIGATING AND DEALING WITH ETHICS VIOLATIONS



When any member of PSA reports an alleged ethics violation to the Secretary of the PSA Ethics Investigation Team, they will be sent an email acknowledgment that their report has been received and passed to the Chair of the Ethics Investigation Team.

There are four stages at which a report of an alleged ethics violation could result in a decision that the matter does *not* proceed further.

1. The Secretary of the PSA Ethics Investigation Team may receive a report that describes a situation that is clearly not a reportable ethics offence. The Secretary of the PSA Ethics Investigation Team will log the report and, if the Chair of the Ethics Investigation Team agrees that it is not a case to be investigated, the Secretary will advise the person reporting the matter of other courses of action open to them.
2. The Ethics Investigation Team may gather evidence that, in the view of the EIT, establishes that no ethics violation has occurred. The justification for that conclusion will be reported to the Chair of the ERB. The ERB will review the report. If the ERB agrees that no ethics violation has occurred, that will be noted in the case file and the case will be closed.
3. The ERB may agree with the EIT that an ethics violation has occurred, but after review of the case decide that it does not warrant a penalty being imposed. The justification for that conclusion will be included in the ERB report to the PSA Executive Committee.
4. After considering a report from the ERB that recommends some form of penalty be applied, the PSA Executive Committee may decide not to impose any penalty.

Notifications to persons alleged to have committed ethics violations

In the procedures outlined in this document, the person(s) alleged to have committed an ethics violation will be contacted by PSA as follows:

- a) The member of the Ethics Investigation Team who is given initial responsibility for the case will contact the person, explain the nature of the alleged ethics violation, and ask the person to supply specific relevant evidence.
- b) In cases (2), (3) and (4) above, the Chair of the ERB will advise the subject of the original allegation that the case has been investigated and finalized.
- c) In cases where the PSA Executive imposes a penalty, the person who committed the offence will be notified of the outcome as described in Appendix D.

Case Files

The Secretary of the PSA Ethics Investigation Team will establish an electronic case file for each reported ethics violation and will update that file with information provided by the Chair of the EIT, the Chair of the ERB and the PSA Secretary.

Reports and investigations of alleged ethics violations may produce either physical evidence or electronic evidence. Provision will be made at PSA Headquarters for storing the physical evidence in a secure (locked) location with access restricted to PSA officials authorized by the PSA Executive Committee. Where practical, the physical evidence will also be digitized and stored with the electronic records of the case. The electronic case file and other evidence will be stored in a secure location and backed up to a separate secure location. The PSA Executive Committee will determine the nature and location of the storage of these electronic records so that access is restricted to PSA officials authorized by the PSA Executive Committee.

APPENDIX C: PENALTIES FOR ETHICS VIOLATIONS

The following list is indicative of the penalties that may be imposed by the PSA Executive Committee. It is not intended as an exhaustive list and *the PSA Executive Committee reserves the right to impose additional or different penalties in individual cases.*

Severity of Ethics Violation	Possible Penalties
<p>Severe: Ethics violations that involve multiple levels of dishonesty that were designed to give the offender personal gain.</p>	<p><i>Penalties applied for life.</i> Cancellation of PSA membership. Prohibited from joining or rejoining PSA. Cancellation of PSA Honors and/or awards. Cancellation of PSA ROPA distinctions. Cancellation of Portfolio distinctions. Prohibited from participating in any PSA approved activity, including entering, judging, chairing, or organizing a PSA recognized exhibition. Prohibited from participating in PSA educational activities such as online courses. Prohibited from having articles or images published in the PSA Journal. Prohibited from being listed in the PSA Who's Who in Photography. Prohibited from making presentations at all PSA events.</p>
<p>Serious: Ethics violations that involve multiple breaches and/or repeated offences.</p>	<p><i>Penalties applied for a fix period between 3 and 10 years.</i> Suspension of right to use PSA Honors or Distinctions for the period of the penalty. Suspension of right to participate in any PSA approved activity, including entering, judging, chairing, or organizing a PSA recognized exhibition for the period of the penalty. Suspension from participating in PSA educational activities such as online courses for the period of the penalty. Suspension of the right to submit a Star, Galaxy or Diamond application for the period of the penalty. Suspension of the right to apply for a ROPA distinction for the period of the penalty. Suspension of the right to submit a PSA Portfolio application. Suspension of the right to be considered for any PSA Honor or award for the period of the penalty. Suspension of the right to serve on any PSA committee for the period of the penalty. Suspension of the right to have articles or images published in the PSA Journal for the period of the penalty. Suspension of the right to have images published on the PSA web site, including those pages associated with various Division activities for the period of the penalty. Suspension of the right to participate in PSA Interclub competitions for the period of the penalty. Suspension of the right to make a presentation at any PSA event for the period of the penalty.</p>

<p>Moderate: Ethics violations that appear to have been deliberate and which could provide some form of advantage to the offender.</p>	<p><i>Penalties applied for a fixed period up to 2 years.</i> Suspension of right to use PSA Honors or Distinctions for the period of the penalty. Suspension of right to participate in any PSA approved activity, including entering, judging, chairing, or organizing a PSA recognized exhibition, for the period of the penalty. Suspension from participating in PSA educational activities such as online courses for the period of the penalty. Suspension of the right to submit a Star, Galaxy or Diamond application for the period of the penalty. Suspension of the right to apply for a ROPA distinction for the period of the penalty. Suspension of the right to be considered for any PSA Honor or award for the period of the penalty. Suspension of the right to serve on any PSA committee for the period of the penalty. Suspension of the right to have articles or images published in the PSA Journal for the period of the penalty. Suspension of the right to have images published on the PSA Web Site, including those pages associated with various Division Activities for the period of the penalty. Suspension of the right to participate in PSA Interclub competitions for the period of the penalty. Suspension of the right to make a presentation at any PSA event for the period of the penalty.</p>
<p>Light: Ethics violations that appear to have occurred by accident and which have been acknowledged by the offender.</p>	<p><i>Warning given</i> A clear statement of the alleged offence and of the possible consequences should the offender be found to violate any aspect of the PSA Ethics Policy in future. Warnings will not be given for intentionally dishonest acts such as plagiarism, to offenders who have ignored the relevant PSA rules, or to offenders who have been given previous warning notices.</p>

When recommending penalties to the Executive Committee the ERB will consider all relevant information, including but not limited to, the nature and extent of the ethics violation, the information received from the alleged offender and the offender’s past history of ethics violations.

In each case, the PSA Executive Committee may impose any or all of the penalties listed above after considering the severity of the ethics violation.

APPENDIX D: PROCEDURES TO BE FOLLOWED WHEN PENALTIES ARE IMPOSED BY THE PSA EXECUTIVE COMMITTEE

An electronic case file (dossier) will be established for each reported ethics violation. This dossier will be stored in an appropriately secure place approved by the PSA Executive Committee. For cases that have proceeded to the application of a penalty or the issuing of a warning, the dossier will contain: the report of the Ethics Investigation Team, the ERB report, the notification sent to the offender, the Case Tracking Sheet. For cases that do not result in

penalties or warnings, the dossier will contain: the report of the Ethics Investigation Team, the ERB report describing how the case was finalised. This information will be uploaded by the PSA Secretary and/or the ERB Chair. Access to these dossiers will be restricted to officials approved by the PSA Executive Committee.

The decision of the PSA Executive Committee will be conveyed to the subject by the PSA Secretary. This notification will be by email to the address registered for the offender in the PSA Membership database. When the offender is not a PSA member, the email notification will be sent to the email address used by the offender when entering the exhibition (or other PSA recognized activity) in which the offence occurred.

Persons notified of a penalty being imposed by the PSA Executive Committee will have a right of appeal. That appeal must be submitted to the Chair of the Ethics Review Board within 30 days of the receipt of the penalty notification. The full ERB will consider the appeal. For an appeal to be successful, it must provide new evidence to establish that there was not a sound basis for the original allegation of an ethics violation. Recommendations on appeals will be approved by the Executive Committee.

When penalties are applied to a PSA member, a notation about the penalty will be recorded in the PSA Membership database. The notation will include the start and end dates of the penalty, a brief statement of the reason for the penalty and any other information that the Executive Committee deems appropriate.

The ERB will compile a “PSA Penalties List” and update it each time a new penalty is imposed by the Executive Committee. That list will contain the name of the person who has been penalized, a brief statement of the penalty, and the time period for which the penalty will apply. Each updated list will be checked and signed by the PSA Secretary. The list will be distributed to the PSA officials who are in positions to enforce the penalties. This will include, but not be limited to, the following:

- The Exhibition Services VP.
- The Publications VP.
- Exhibition Chairs via the Exhibition Recognition System.
- The Senior Star Ratings Director (for distribution to all SRDs).
- The ROPA Director.
- The PSA Portfolio Director
- The Honors Committee Chair.
- The Society Recognition Awards Committee Chair.
- The Administrator of PSA Online Courses.
- The Interclub Director.
- The Study Groups Director.
- The Who’s Who Director.
- The PSA Webmaster.

In all cases where the ethics violation involves specific images, all acceptances for those images will be flagged as “unavailable for use on Star/Galaxy/Diamond applications” in the PSA Exhibition Acceptances Management System (the acceptances database). The offender will be advised that the images may not be entered in any future PSA-recognized exhibition or competition.

In all cases where a PSA Honor or Distinction is revoked by the PSA Board of Directors, the name of the offender will be removed from the relevant section(s) of the PSA website. All other relevant information about the offender (such as their name on a list of ROPA recipients) will be removed from the PSA website.

Sharing of Information on Penalties

When the penalty determined by the PSA Executive Committee prevents or limits an offender's participation in exhibitions, details of the offence and penalty will be shared with the Fédération Internationale de l'Art Photographique (FIAP) and may be shared with any other national or international photographic organization deemed appropriate by the PSA Executive Committee. The Chair of the ERB will be responsible for liaising with FIAP and other organizations in the sharing of this information.

Publication of Penalties

All PSA officials receiving a copy of the PSA Penalties List will be informed that the information on that list is confidential and is not to be passed on to any third party.

The Chair of the ERB will prepare an annual summary report for the PSA Journal. That report will outline the type and number of ethics violations that were investigated the penalties that were applied. The report will not identify any individual offenders.

APPENDIX E: AREAS WHERE SUPPORTING ETHICS POLICIES ARE NEEDED

Each Supporting Ethics Policy (SEP) is designed to provide details of the expectations of members (and of others participating in PSA activities) in relation to a specific area of PSA activity. Examples of areas that may require specific policies are:

- Exhibition management and operations (directed at those organizing exhibitions)
- Exhibition participants (directed at the entrants)
- Education (directed at instructors and participants)
- PSA operations and management (directed at those in any official positions)

In each area, standard procedures will be developed for identifying and reporting ethics violations. Where appropriate, those procedures will be incorporated in Master Operating Manuals approved by the PSA Executive Committee.

In each area of PSA's operations, 'reportable offenses' will be actions or omissions considered serious enough to eventually result in a penalty being imposed by the PSA Executive Committee if an investigation establishes that the offence did occur. Each area of PSA operations (Exhibition Services for example) will develop alternative procedures for dealing with issues that are not considered serious enough to be classed as reportable offences.

NOTE:

- This Ethics Policy was originally approved by the PSA Executive Committee on 24th February, 2022.
- The revised version was approved on 16th December, 2022.