

iPres Code of Conduct and Response Framework

Prepared by Action Team 1 - last updated 08 February 2021

Instructions for Organizers

The iPres Working Group (iWG) compiled this foundational iPres Code of Conduct using the first iPres Code of Conduct and Response Framework from iPres 2018 as a starting point and also referencing the iPres 2019 Code of Conduct, the Australasia Preserves Code of Conduct, DLF Code of Conduct and the BitCurator Code of Conduct among others. The full list of Resources is at the end of this document.

Organizers should replace text in brackets [] with text that is specific to their event. There is an expectation and obligation for organizers to use this Code of Conduct text as is unless there is a compelling reason to modify or augment it. If organizers make changes to the iPres Code of Conduct, they must share their version for prior review by the community using the iPRES Interest Group (DIGITAL-PRESERVATION-IPRES@JISCMAIL.AC.UK) and should ensure that all participants are aware of and comply with the Code of Conduct for the iPres event.

Code of Conduct

All members of the iPres community are required to follow the spirit as well as the letter of this Code of Conduct and respect fellow participants to ensure a safe, welcoming, inclusive, and productive learning experience for everyone participating, whether in-person or virtually.

This Code of Conduct applies to all meetings, events, working groups, social events, online communication channels including social media, and other activities organized by or affiliated with iPres in person, online or in a hybrid model.

iPres seeks to provide an inclusive, collaborative, caring, and respectful community environment for everyone. iPres asks all those who are participating in any iPres event or within the iPres community to be constructive, accepting, and sensitive to the needs and feelings of others. We are a diverse community from a wide range of social, cultural, and professional backgrounds that is committed to inclusivity, free expression of ideas, and creating an experience in which participants feel welcome to learn and exchange ideas in an environment of mutual respect. There is no place in iPres for overt or indirect harassment, disrespect or intimidation of any kind, but especially that based on race, gender identity or expression, sexual orientation, religion, ethnicity, language, national origin, physical or cognitive ability, age, appearance, level of knowledge, and/or other group status.

Harassment includes a wide range of behaviors, online as well as in person, that intimidates or threatens another person or group of persons or impinges on their ability to participate comfortably, fully, and productively in the experience.

Examples of harassment and unwelcome behavior include but are not limited to:

- repeated misgendering or disregarding preferred pronouns
- stalking or repeated following
- inappropriate photography or recording
- sustained or repeated disruption of talks or other events
- inappropriate physical contact and sexual attention
- sexist, racist, discriminatory, or exclusionary jokes
- violent threats or language directed against another person
- personal insults
- propagation of implicit and explicit stereotypes
- advocating for, or encouraging, any of the above behaviour

Additional examples of harassment as well as possible responses may be helpful to organizers and to attendees. See: <https://www.australasiapreserves.org/p/codeofconduct.html>

The iPres community is dedicated to providing an enjoyable and enriching environment for people with a wide range of knowledge and experience, so we ask that you bring a spirit of respect and friendly professional inquiry to all your interactions.

Examples of positive behavior include but are not limited to:

- Listening and supporting others to learn
- Using welcoming and inclusive language (such as the gender neutral 'everyone' or 'folks' instead of 'men' and 'women')
- Being respectful of differing viewpoints and experiences
- Gracefully accepting constructive criticism
- Respecting and valuing the contributions of all members of the community, regardless of status or role
- Showing empathy and patience towards other community members

Response Framework

How to Report an Incident

If someone makes you or anyone else participating in the iPres sponsored [community/conference/event/experience] feel unsafe or unwelcome, please report it to an event organizer as soon as possible. The contact information for the organizers is available [via event URL/included in distributed CoC/other] .

For in person events, organizers will be identifiable by a labeled badge and will be available throughout the [conference/event and at the main Registration Desk]. For virtual events, organizers will include a label identifying them as such beside their name in the online platform (i.e., Jane Doe, Event Organizer). A member of the organizing committee will be assigned as a designated responder for every session/event to assist in responding if an incident occurs or an issue arises.

You may choose to report anonymously through [this anonymous reporting means]. Issues may also be raised by email to [email] or by messages to the @[twitterhandle] Twitter account and we will respond to those as soon as we can.

[Note to organizers: Determine the reporting needs that work best for the situation and location. See [DLF Code of Conduct Reporting Form](#) for an example of an anonymous reporting form.]

Suggested Information for Reporting

When reporting a Code of Conduct violation to a designated Code of Conduct monitor or member of the organizing committee, the information below may be helpful to include but is not required:

- What happened, where, and when, including any supporting information you may have
- Who was involved
- What you would like to see happen, including follow-up from the Code of Conduct team
- Any members of the Code of Conduct team you'd like to not be involved with your report
- Your contact information (if you'd like to be notified of follow up/resolution from the Code of Conduct team)

What You Can Do As An Active Bystander

If you are being harassed, notice that someone else is being harassed, or have any other concerns during the [conference/event], please notify the organizers or event staff as soon as possible. All iPres community members can help prevent or stop harassment. If you feel safe and empowered to intervene as an active bystander, please do so. Some tactics include calling out negative behavior in the moment and distracting or redirecting the situation. For more information, see <https://www.breakingthesilence.cam.ac.uk/prevention-support/be-active-bystander>.

How Organizers Will Respond

Once notified of harassing behavior, the organizers will initiate action in response. All incidents will be handled on a case-by-case basis, using a thoughtful approach while keeping the [organizing group] apprised. Participants who are asked by anyone to stop any harassing or disrespectful behavior are expected to comply immediately. Sanctions may include, but are not limited to, warning the offender, withdrawing the offender's position on the programme, requiring the offender to leave the session in which the harassment takes place, immediate expulsion from the event, and if needed, reporting the offender to legal authorities. Involving law enforcement is not a preferred approach but may be warranted in extreme cases and organizers should consider the varied relationships that different communities have with law enforcement before involving them in a situation.

Issues requiring discussion with the complainant before agreeing to a response should be dealt with sensitively in a private space and the complainant made aware of how the organizers wish to respond.

The [organizing group] will log incident details in confidential records and only shared with those who "need to know". This record keeping must comply with all pertinent legal and ethical requirements regarding personal privacy in the applicable jurisdiction.

What iPres Commits To

Support for victims of negative attention or harassment is always the first priority of the organizing team. All issues will be dealt with in an efficient, sympathetic, and confidential manner.

Retaliation in any form against anyone reporting an incident of harassment, independent of the outcome, will not be tolerated.

We can help you contact [virtual options or hotel/venue security, local law enforcement, local support services], provide [escorts/supporters], or otherwise assist you to feel safe for the duration of the event. We value your [attendance/participation].

Important contact information:

Prior to the start of the [conference/event], contact information (e.g., email addresses, texting info, social media handles) for these and possibly other primary contacts will be made available to attendees (in-person and virtual):

- Contact info for [organizing group] members
- [Conference/event hotels]
- [Conference/event venues]
- [Local police department]
- [Local sexual assault / crisis line]
- [Local taxi and ride companies].

The [lead organizers] will file with the [organizing group] at the end of the [conference/event] summarizing any Code of Conduct violations or issues. Every attempt will be made to anonymize incidents unless they are of a criminal nature or resulted in participants being banned from the event.

Resources

The iPres Code of Conduct and Response Framework was informed by these community resources and exemplars:

- [iPres 2018 Code of Conduct](#)
- [iPres 2019 Code of Conduct](#)
- [Australasia Preserves Code of Conduct](#)
- [BitCurator Consortium Code of Conduct](#)
- [DLF Code of Conduct](#)
- [Codes of Conduct inside Digital Preservation](#)
- [IS&T Archiving Code of Conduct](#)
- [MIT Libraries Code of Conduct](#)
- [RDA Draft Code of Conduct](#)
- [Apache Software Foundation Code of Conduct](#)
- [Geek Feminism Wiki: Conference anti-harassment/Policy](#)
- [How to Write a Great Code of Conduct](#)