

## **Purpose**

The ContinualAI research organization and community is committed to providing an atmosphere that encourages the free expression and exchange of ideas. Consistent with this commitment, it is the purpose of this Code of Conduct to detail how we envision that participants in the ContinualAI Unconference enjoy a safe, welcoming, dignified and inclusive environment, free from threatening conduct, harassment, bullying, and intimidation.

Participants seeking information or clarification of this policy or wishing an informal discussion regarding a possible complaint are encouraged to contact the DEI (Diversity, Equity, and Inclusion) chairs Camila Gonzalez or Ghada Sokar.

## **Applicability**

This Code of Conduct applies to all participants in the ContinualAI Unconference and any other ContinualAI-endorsed events, including satellite and social events, both during the program and on official communications channels, including social media. Participants include but are not limited to organizers, volunteers, attendees, speakers, sponsors, exhibitors, guests and reviewers. Participants agree to abide by this Code of Conduct as a condition of participating in the ContinualAI Unconference. Participants also agree to comply with other rules and conditions for these events set by the organization team, which are subject to change without notice.

## **Expected standards of behavior**

All participants must behave professionally, ethically, and responsibly in all interactions with other participants, and comply with the following standards of behavior:

- Exercise consideration and respect in their speech and actions.
- Refrain from demeaning, discriminatory, or harassing behavior and speech.
- Be mindful of their surroundings and of their fellow participants.
- Alert a member of the conference staff or the DEI chairs if they notice a dangerous situation, someone in distress, or violations of this Code of Conduct, even if they seem inconsequential.

## **Unacceptable behavior**

Behavior that directly or indirectly interferes with the dignity, comfort or safety of other participants will not be tolerated. This includes, but is not limited to:

- Physical violence
- Verbal abuse
- Discriminatory behavior
- Sexual harassment
- Use of suggestive or offensive language
- Unauthorized or inappropriate photography or recording

Participants asked by any member of the community to stop any such behavior are expected to comply immediately. Participants who are at the receiving end of or observe such behavior should contact the DEI chairs immediately.

## **Investigation following a complaint**

Once a complaint has been received, the DEI chairs will carry out a thorough investigation. This will include:

- informing the respondent(s) of the complaint
- interviewing the complainant, any person involved in the incident and any identified witnesses
- interviewing any other person who may have knowledge of the incidents related to the complaint or any other similar incidents

A copy of the complaint, detailing the complainant's allegations, will be provided to the respondent(s).

- The respondent will be invited to reply in writing to the complainant's allegations and the reply will be made known to the complainant before the case proceeds further.
- During the investigation, the complainant and the respondent will be interviewed along with any possible witnesses. Statements from all parties involved will be taken and documented.
- If necessary, outside assistance will be involved (i.e. Legal Counsel, Health & Safety consultants, Human Rights office, Local Police Services, etc.)
- Based on redacted documentation, the ContinualAI Unconference general chairs will review all information provided and issue its decision.
- A written report of any corrective action will be given to the parties concerned.
- If corrective action is taken, an appeals process will be made available.

## **Confidentiality**

The ContinualAI Unconference chairs will do everything they can to protect the privacy of the individuals involved and to ensure that complainants and respondents are treated fairly and respectfully, so long as doing so remains consistent with the enforcement of this policy and adherence to the law. Neither the name of the person reporting the facts nor the circumstances surrounding them will be disclosed to anyone unless such disclosure is necessary for an investigation or corrective action. All records of investigations are considered confidential and will not be disclosed to anyone except to the extent required by law.

## **Corrective Action**

Any corrective action will be determined by the ContinualAI Unconference general chairs and will be proportional to the seriousness of the behavior concerned. Unacceptable behavior may cause removal from, or denial of access to, current or future ContinualAI events; suspension or termination of membership; revocation of any awards or other recognition; and other actions, without refund of any applicable registration fees or costs.