**Version 1 – Updated January 31, 2020**

At VideoWiki, we recognize, appreciate and respect the diversity of our global contributors who are interested in creating free digital public goods. We welcome contributions from everyone who shares our goals and wants to contribute in building societal platforms in a healthy and constructive manner within our community. As such, we have adopted this Code of Conduct ('COC') and require all those who participate to agree and adhere to the COC in order to help us create a safe and positive community experience for all.

The COC aims to support a community where all people should feel safe to participate, introduce new ideas and inspire others, regardless of:

Background

Family status

Gender

Gender identity or expression

Marital status

Sex

Sexual orientation

Native language

Age

Ability

Race and/or ethnicity

Caste

National origin

Socioeconomic status

Religion

Geographic location

Any other dimension of diversity

Like other open source projects, VideoWiki thrives on openness, collaboration and participation from contributors like you. We gain strength from diversity and actively seek participation from those who enhance it. The COC exists to enable diverse individuals and groups to interact and collaborate to mutual advantage. This document outlines both expected and prohibited behavior.

\*\*When and How to Use These Guidelines\*\*

These guidelines outline our behavior expectations as members of the VideoWiki community in all VideoWiki activities, both offline and online. Your participation is contingent upon following these guidelines in all VideoWiki activities, including but not limited to:

Contributing to VideoWiki's code-base,

Working in VideoWiki spaces.

Working with other VideoWiki contributors and other VideoWiki community participants virtually or co-located.

Representing VideoWiki at public events.

Representing VideoWiki in social media (official accounts, staff accounts, personal accounts, Facebook pages).

Participating in VideoWiki offsites and training.

Participating in VideoWiki-related forums, mailing lists, wikis, websites, chat channels, bugs, group or person-to-person meetings, and VideoWiki-related correspondence.

While these guidelines / code of conduct are specifically aimed at VideoWiki’s work and community, we recognize that it is possible for actions taken outside of VideoWiki’s online or in person spaces to have a deep impact on community health. This is an active topic in the diversity and inclusion realm. We anticipate wide-ranging discussions among our communities about appropriate boundaries.

Expected Behavior

The following behaviors are expected of all VideoWiki contributors:

Be Respectful

Value each other’s ideas, styles and viewpoints. We may not always agree, but disagreement is no excuse for poor manners. Be open to different possibilities and to being wrong. Be respectful in all interactions and communications, especially when debating the merits of different options. Be aware of your impact and how intense interactions may be affecting people. Be direct, constructive and positive. Take responsibility for your impact and your mistakes – if someone says they have been harmed through your words or actions, listen carefully, apologize sincerely, and correct the behavior going forward.

Be Direct but Professional

We are likely to have some discussions about if and when criticism is respectful and when it’s not. We must be able to speak directly when we disagree and when we think we need to improve. We cannot withhold hard truths. Doing so respectfully is hard, doing so when others don’t seem to be listening is harder, and hearing such comments when one is the recipient can be even harder still. We need to be honest and direct, as well as respectful.

Be Inclusive

Seek diverse perspectives. Diversity of views and of people on teams powers innovation, even if it is not always comfortable. Encourage all voices. Help new perspectives be heard and listen actively. If you find yourself dominating a discussion, it is especially important to step back and encourage other voices to join in. Be aware of how much time is taken up by dominant members of the group. Provide alternative ways to contribute or participate when possible.

Be inclusive of everyone in an interaction, respecting and facilitating people’s participation whether they are:

Remote (on video or phone)

Not native language speakers

Coming from a different culture

Using pronouns other than “he” or “she”

Living in a different time zone

Facing other challenges to participate

Think about how you might facilitate alternative ways to contribute or participate. If you find yourself dominating a discussion, step back. Make way for other voices and listen actively to them.

Understand Different Perspectives

Our goal should not be to “win” every disagreement or argument. A more productive goal is to be open to ideas that make our own ideas better. Strive to be an example for inclusive thinking. “Winning” is when different perspectives make our work richer and stronger.

Appreciate and Accommodate Our Similarities and Differences

VideoWiki contributors come from many cultures and backgrounds. Cultural differences can encompass everything from official religious observances to personal habits to clothing. Be respectful of people with different cultural practices, attitudes and beliefs. Work to eliminate your own biases, prejudices and discriminatory practices. Think of others’ needs from their point of view. Use preferred titles (including pronouns) and the appropriate tone of voice. Respect people’s right to privacy and confidentiality. Be open to learning from and educating others as well as educating yourself; it is unrealistic to expect Mozillians to know the cultural practices of every ethnic and cultural group, but everyone needs to recognize one’s native culture is only part of positive interactions.

Lead by Example

By matching your actions with your words, you become a person others want to follow. Your actions influence others to behave and respond in ways that are valuable and appropriate for our organizational outcomes. Design your community and your work for inclusion. Hold yourself and others accountable for inclusive behaviors. Make decisions based on the highest good for VideoWiki’s mission.

Behavior That Will Not Be Tolerated

The following behaviors are considered to be unacceptable under these guidelines.

Violence and Threats of Violence

Violence and threats of violence are not acceptable - online or offline. This includes incitement of violence toward any individual, including encouraging a person to commit self-harm. This also includes posting or threatening to post other people’s personally identifying information (“doxxing”) online.

Personal Attacks

Conflicts will inevitably arise, but frustration should never turn into a personal attack. It is not okay to insult, demean or belittle others. Attacking someone for their opinions, beliefs and ideas is not acceptable. It is important to speak directly when we disagree and when we think we need to improve, but such discussions must be conducted respectfully and professionally, remaining focused on the issue at hand.

Derogatory Language

Hurtful or harmful language related to:

Background

Family status

Gender

Gender identity or expression

Marital status

Sex

Sexual orientation

Native language

Age

Ability

Race and/or ethnicity

Caste

National origin

Socioeconomic status

Religion

Geographic location

Other attributes

is not acceptable. This includes deliberately referring to someone by a gender that they do not identify with, and/or questioning the legitimacy of an individual’s gender identity. If you’re unsure if a word is derogatory, don’t use it. This also includes repeated subtle and/or indirect discrimination; when asked to stop, stop the behavior in question.

Unwelcome Sexual Attention or Physical Contact

Unwelcome sexual attention or unwelcome physical contact is not acceptable. This includes sexualized comments, jokes or imagery in interactions, communications or presentation materials, as well as inappropriate touching, groping, or sexual advances. This includes touching a person without permission, including sensitive areas such as their hair, pregnant stomach, mobility device (wheelchair, scooter, etc) or tattoos. This also includes physically blocking or intimidating another person. Physical contact or simulated physical contact (such as emojis like “kiss”) without affirmative consent is not acceptable. This includes sharing or distribution of sexualized images or text.

Disruptive Behavior

Sustained disruption of events, forums, or meetings, including talks and presentations, will not be tolerated. This includes:

‘Talking over’ or ‘heckling’ speakers.

Drinking alcohol to excess or using recreational drugs to excess, or pushing others to do so.

Making derogatory comments about those who abstain from alcohol or other substances, pushing people to drink, talking about their abstinence or preferences to others, or pressuring them to drink - physically or through jeering.

Otherwise influencing crowd actions that cause hostility in the session.

Influencing Unacceptable Behavior

We will treat influencing or leading such activities the same way we treat the activities themselves, and thus the same consequences apply.

Consequences of Unacceptable Behavior

Bad behavior from any VideoWiki contributor, including those with decision-making authority, will not be tolerated. Intentional efforts to exclude people (except as part of a consequence of the guidelines or other official action) from VideoWiki activities are not acceptable and will be dealt with appropriately.

Reports of harassment/discrimination will be promptly and thoroughly investigated by the people responsible for the safety of the space, event or activity. Appropriate measures will be taken to address the situation.

Anyone asked to stop unacceptable behavior is expected to comply immediately. Violation of these guidelines can result in you being asked to leave an event or online space, either temporarily or for the duration of the event, or being banned from participation in spaces, or future events and activities in perpetuity.

VideoWiki staff in violation of these guidelines may be subject to further consequences, such as disciplinary action, up to and including termination of employment. For contractors or vendors, violation of these guidelines may affect continuation or renewal of contract.

In addition, any participants who abuse the reporting process will be considered to be in violation of these guidelines and subject to the same consequences. False reporting, especially to retaliate or exclude, will not be accepted or tolerated.

Reporting

If you believe you’re experiencing unacceptable behavior that will not be tolerated as outlined above, please use our hotline to report. Reports go directly to VideoWiki’s HR People Partners

After receiving a concise description of your situation, they will review and determine next steps. In addition to conducting any investigation, they can provide a range of resources, from a private consultation to other community resources. They will involve other colleagues or outside specialists (such as legal counsel), as needed to appropriately address each situation.

Additional Resources: How to Report

Harassment Redressal Form :

<https://docs.google.com/forms/d/e/1FAIpQLScMR9EqywvmTrxBiDc3QQG0E50XsnCU8LO7olFQ_7yFgy2Okg/viewform?usp=pp_url>

Please also report to us if you observe a potentially dangerous situation, someone in distress, or violations of these guidelines, even if the situation is not happening to you.

If you feel you have been unfairly accused of violating these guidelines, please follow the same reporting process.

VideoWiki Spaces

Each physical or virtual VideoWiki space shall have a designated contact.

VideoWiki Events

All VideoWiki events will have designated a specific safety guideline with emergency and anti-abuse contacts at the event as well as online. These contacts will be posted prominently throughout the event, and in print and online materials. Event leaders are requested to speak at the event about the guidelines and to ask participants to review and agree to them when they sign up for the event.

Reports will receive an email notice of receipt. Once an incident has been investigated and a decision has been communicated to the relevant parties, all have the opportunity to appeal this decision by sending an email to [pratik.shetty@videowiki.org](mailto:pratik.shetty@videowiki.org) .

Ask questions

Everyone is encouraged to ask questions about these guidelines. If you are organizing an event or activity, reach out for tips building inclusion for your event, activity or space. Your input is welcome and you will always get a response within 24 hours (or on the next weekday, if it is the weekend) if you reach out to [pratik.shetty@videowiki.org](mailto:pratik.shetty@videowiki.org) Please review this change log for updates to this document.

License and attribution

This set of guidelines is distributed under a Creative Commons Attribution-ShareAlike license.

These guidelines have been adapted with modifications from Mozilla’s original Community Participation Guidelines, the Ubuntu Code of Conduct, Mozilla’s View Source Conference Code of Conduct, and the Rust Language Code of Conduct, which are based on Stumptown Syndicate’s Citizen Code of Conduct. Additional text from the LGBTQ in Technology Code of Conduct and the WisCon code of conduct.

Modifications to these guidelines

VideoWiki may amend the guidelines from time to time and may also vary the procedures it sets out where appropriate in a particular case. Your agreement to comply with the guidelines will be deemed agreement to any changes to it. This policy does not form part of any VideoWiki employee’s contract of employment or otherwise have contractual effect.