

Student Life Code of Conduct

Student Life is dedicated to providing a secure and safe service and an interesting and friendly experience for all, regardless of gender, sexual orientation, disability, physical appearance, body size, race, or religion. Accordingly, all contributors to this site must comply with this Code of Conduct. Your use of this website means that you accept and agree to abide by this Code of Conduct. If you reasonably believe that anything on this website contravenes this Code of Conduct, please notify us by email. We do not tolerate harassment of any form. All communication should be appropriate for a professional audience including people of many different backgrounds.

Sexual language and imagery are not appropriate for any communication and/or talks. Be kind and do not insult or put down others. Behave professionally. Remember that harassment and sexist, racist, or exclusionary jokes are not appropriate for Student Life and violating these rules would be reported to the necessary authorities.

These are the values to which people in the Student Life community should aspire:

- Be friendly and welcoming
- Be patient
 - Remember that people have varying communication styles and that not everyone is using their native language. (Meaning and tone can be lost in translation.)
- Be thoughtful
 - Productive communication requires effort. Think about how your words will be interpreted.
 - Remember that sometimes it is best to refrain entirely from commenting.
- Be respectful
 - In particular, respect differences of opinion.
- Be charitable
 - Interpret the arguments of others in good faith, do not seek to disagree.
 - When we do disagree, try to understand why.
- Avoid destructive behavior
 - Derailing: stay on topic; if you want to talk about something else, start a new conversation.
 - Unconstructive criticism: don't merely decry the current state of affairs; offer—or at least solicit—suggestions as to how things may be improved.
 - Snarking (pithy, unproductive, sniping comments)

- Discussing potentially offensive or sensitive issues; this all too often leads to unnecessary conflict.
- Microaggressions: brief and commonplace verbal, behavioral and environmental indignities that communicate hostile, derogatory or negative slights and insults to a person or group.

People are complicated. You should expect to be misunderstood and to misunderstand others; when this inevitably occurs, resist the urge to be defensive or assign blame. Try not to take offense where no offense was intended. Give people the benefit of the doubt. Even if the intent was to provoke, do not rise to it. It is the responsibility of all parties to de-escalate conflict when it arises.

Breach of The Code of Conduct It will be the decision of the Website co-ordinator as to whether there has been a breach of this Code of Conduct. We have the right to edit, refuse to post or to remove any contribution in whole or in part that we deem to be in breach of the Code of Conduct.

Reporting an incident

Incidents that violate the Code of Conduct are extremely damaging to the Student Life, and they will not be tolerated. The silver lining is that, in many cases, these incidents present a chance for the offenders, and the teams at large, to grow, learn, and become better.

Give accused staff members a place to appeal to if there is one, but in the meantime, the report stands. Keep in mind that it is not a good idea to encourage an apology from the harasser.

It is very important how we deal with the incident publicly. Our policy is to make sure that everyone aware of the initial incident is also made aware that it is not according to policy and that official action has been taken - while still respecting the privacy of individual staff members. When speaking to individuals (those who are aware of the incident but were not involved in the incident) about the incident it is a good idea to keep the details out.

Depending on the incident, the head of the responsible department, or designate, may decide to make one or more public announcements. If necessary, this will be done with a short announcement either during the plenary and/or through other channels. No one other than the head of the responsible department or someone delegated authority from them should make any announcements. No personal information about either party will be disclosed as part of this process.

If some members of staff were angered by the incident, it is best to apologize to them that the incident occurred, to begin with. If there are residual hard feelings, suggest to them to write an email to the responsible head of the department. It will be dealt with accordingly.