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TO CLOUD

Code Of Conduct

Overview:

We greatly value each community member's participation and strive to ensure all attendees have an enjoyable and fulfilling experience. Therefore, we expect all attendees to show respect and courtesy to one another throughout the conference and its events.

To clarify our expectations, all delegates, attendees, speakers, organizers, and volunteers at any Code To Cloud Inc. event must adhere to the following Code of Conduct. Organizers will enforce this code throughout the event.

Code of Conduct:

The Code To Cloud organizing team is dedicated to providing a harassment-free conference experience for everyone, regardless of gender, sexual orientation, disability, physical appearance, body size, race, or religion. We do not tolerate harassment of conference participants in any form.

All communication should be appropriate for a professional audience, including people from diverse backgrounds. Sexual language and imagery are not appropriate for any conference venue, including talks.

Be kind to others. Do not insult or demean other attendees. Behave professionally. Remember that harassment and sexist, racist, or exclusionary jokes are not welcome or appropriate at any Code To Cloud event.

Attendees violating these rules may be asked to leave the conference without a refund at the sole discretion of the Code To Cloud organizing team.

Harassment includes offensive verbal comments related to gender, sexual orientation, disability, physical appearance, body size, race, religion; sexual images in public spaces; deliberate intimidation; stalking; persistent following; harassing photography or recording; sustained disruption of talks or other events; inappropriate physical contact; and unwelcome sexual attention.

Participants asked to stop any harassing behavior are expected to comply immediately. Further unacceptable behavior will result in escalating sanctions.

Be mindful of the words you choose. Remember that sexist, racist, and other exclusionary jokes can be offensive to those around you. If you think your conversation is making another community member uncomfortable, try to make amends and move forward.

If a participant engages in behavior that violates this code of conduct, the conference organizers may take any action they deem appropriate, including warning the offender, expulsion from the conference with no refund, or legal action.

Contact Information:

If you are being harassed, notice someone else being harassed, or have any other concerns, please reach out to a member of the conference staff and venue staff can also assist in connecting you with the conference organizers.

Procedure for Addressing Harassment:

The following procedures have been adopted from the [Ada Initiative's guide, "Conference Anti-Harassment/Responding to Reports."](#)

Attendee Procedure for incident handling

1. Keep in mind that all conference staff will be wearing a conference badge with the word "STAFF" on it (or otherwise clearly marked as staff). The staff will also be prepared to handle the incident. All of our staff are informed of the Code of Conduct policy and guide for handling harassment at the conference. There will be a mandatory staff meeting onsite at the conference when this will be reiterated.

2. Report the harassment incident (preferably in writing) to a conference staff member. All reports are confidential. Please do not disclose public information about the incident until the staff have had sufficient time in which to address the situation. This is as much for your safety and protection as it is the other attendees.

When reporting the event to staff, try to gather as much information as available but do not interview people about the incident. Staff will assist you in writing the report/collecting information.

The important information consists of:

- Identifying information (name/badge number) of the participant doing the harassing
- The behavior that was in violation
- The approximate time of the behavior
- The circumstances surrounding the incident
- Other people involved in the incident

The staff is well informed on how to deal with the incident and how to further proceed with the situation.

1. If everyone is presently physically safe, involve law enforcement or security only at a victim's request. If you do feel your safety in jeopardy please do not hesitate to contact local law enforcement by dialling 403-266-1234. If you do not have a cell phone, you can simply ask a staff member.

Note: Incidents that violate the Code of Conduct are highly detrimental to the community and will not be tolerated. However, they can also serve as opportunities for offenders and the community as a whole to learn, grow, and improve. The Code To Cloud team requests that you contact them first when reporting an incident related to Code To Cloud, enabling them to enforce the Code of Conduct and swiftly work towards a resolution.

Reports should be made to info@codetocloud.io

Staff Procedure for Incident Handling at Code To Cloud:

1. Familiarize yourself thoroughly with our Code of Conduct policy.
2. Understand the guidelines for attendees reporting a harassment incident, as outlined in the Attendee Procedure for Incident Handling.
3. Obtain a detailed written account of the incident from the reporter, or transcribe it accurately if provided orally. Gather essential information including:
   - Identifying information (name/badge number) of the participant involved
   - Description of the behavior that violated the Code of Conduct
   - Approximate time of the incident
   - Time the report was made
   - Circumstances surrounding the incident
   - Others involved
4. Prepare an initial response to the incident. This response is crucial and sets the tone for Code To Cloud. Follow these guidelines based on the severity and details of the incident:

- If there is a general threat or safety concern, contact security or police immediately.
- Offer the victim a private place to sit.
- Ask if they would like a friend or trusted person to accompany them, and arrange for this if requested.
- Inquire how you can assist them and provide emergency contact information if needed.
- Only involve law enforcement or security at the victim's request if everyone is presently physically safe.

5. Avoid these initial responses:
   - Do not suggest or coerce the withdrawal of the complaint.
   - Do not seek advice from the victim on handling the complaint.
   - Do not involve the victim in decisions regarding penalties.
6. Upon receiving a report, promptly convene with the conference chair and/or event manager to:
   - Discuss what occurred.
   - Determine actions to be taken.
   - Assign responsibility for these actions.
   - Establish timelines for implementation.
7. Following the staff meeting, a designated staff member (preferably the conference chair or event manager) should communicate with the alleged harasser. Inform them of the reported incident.
8. Allow the alleged harasser to present their perspective to the staff. If the report is substantiated, inform the harasser of the actions being taken against them.
9. Consider the following actions when addressing Code of Conduct offenders:
   - Warning the harasser with sanctions for further violations.
   - Mandating the harasser to avoid contact with the victim for the event's duration.
   - Early termination of a talk that breaches policy.
   - Non-publication of video or slides from a policy-violating talk.
   - Restricting future speaking engagements for the violator.
   - Immediate revocation of event volunteer roles and privileges.
   - Prohibiting future volunteer participation with the organization.
   - Ejection from the event and banning from future events.
   - Public disclosure of the incident and calls for resignation if warranted.
10. Provide accused attendees with an avenue for appeal, while maintaining the report's validity until resolved.
11. Manage incident communication carefully to ensure transparency while respecting attendee privacy. Limit details when discussing the incident with individuals not directly involved.
12. Depending on the incident's impact, the conference chair or their designee may issue public announcements during plenaries or through official channels. Only authorized personnel should make these announcements, ensuring no disclosure of personal information about involved parties.
13. Address attendee concerns promptly. Apologize for the incident if it caused distress, and encourage feedback via email to the conference chair or event coordinator for further resolution.

This procedure ensures that incidents are handled promptly, fairly, and in accordance with Code To Cloud's commitment to a safe and respectful conference environment.

License

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It was derived from the ChefConf Code of Conduct which was forked from the Geek Feminism wiki, created by the Ada Initiative and other volunteers. It is also based on the PyCon Code of Conduct.