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# Code of Conduct

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Works for me

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## ABSTRACT

Code of Conduct for protocols.io employees.

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### General Conduct

- 1 This code of conduct outlines our expectations for all protocols.io team members.

Please keep the following expectations about behavior in mind, whether interacting with someone in person or remotely. Following this code of conduct is essential for a welcoming and safe environment. You should take the time to read about what constitutes harassment and discrimination below.

We do not tolerate harassment of anyone in any form—online or in person. Anyone asked to stop any harassing behavior is expected to comply immediately. Violation of the rules will result in sanctions.

#### 1.1 Physical, sexual, and verbal harassment are unacceptable.

Ask for consent (permission) and respect people's boundaries.

Ask for permission before you engage in physical interactions with anyone. This applies to everything from friendly interactions, such as asking "Can I hug you?" before you hug someone, to sexual attention and/or sexualized physical contact at social events or after hours, off-site. If you ask someone's permission and they indicate no, respect that and don't continue. Sexual harassment (including verbal comments or gestures) is unacceptable, including online, at social events, and after-hours.

## 1.2 Discrimination against people because of their identity (e.g. race, gender, sexuality, age, class, background, ability, religion or other) is unacceptable.

Be considerate in your interactions with others and careful about the words, gestures, or actions you use. Is the language that you're using discriminatory?

A lot of everyday language discriminates against people, and interactions that seem harmless from one perspective may perpetuate bias when viewed from another. Please be thoughtful in the language you use and avoid using terms or phrases that—overtly or implicitly—discriminate against minorities such as people of color, LGBTQ+ people, or those with disabilities. Please also be sensitive to microaggressions\* and unconscious bias. If someone calls you out for using problematic language or microaggressions, please take the time to listen, apologize, and put effort into not using the language again.

\* microaggressions are brief commonplace verbal, behavioral, or environmental indignities, whether intentional or unintentional, that communicate hostile, derogatory, or negative racial, gender, sexual-orientation, and religious slights and insults to the target person or group

## 1.3 We expect everyone to work together to create a welcoming, inclusive, and safe environment for anyone from diverse backgrounds.

Please be mindful of how much time and space you're taking up. Be aware of the dynamics of power and privilege, and whether you're taking advantage of it.

Consider if you are taking up a disproportionate amount of time for questions or discussion? Are all participants given the opportunity to speak, whether from an underrepresented country or a marginalized group? Are you attempting to engage in a physical or intimate interaction with someone who doesn't have the capacity to consent (e.g. at an evening social event with alcohol)? Are you taking the time to listen to the perspectives of those who are different from you? Please always be considerate of how your actions shape the environment and create space for others to participate fully themselves.

### Harassment Definitions

- 2 **Sexual Harassment:** this includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when such conduct interferes with an individual's ability to interact or work or creates an intimidating, hostile, or offensive environment. Any form of sexual harassment is unacceptable whether in-person, or via electronic communication such as email, text, or other forms of messaging.

Some examples might include, but are not limited to:

- Unwelcome and repeated flirtations, propositions, advances, or other sexual attention. This would include gratuitous or off-topic sexual images, objects, or behavior, whistling or cat-calling, sexual jokes or use of sexually explicit or offensive language.
- Unwelcome physical contact.
- Looking at someone in a way that makes them uncomfortable.
- Improper gestures.
- Use of stereotypes.
- Offensive, insulting, derogatory, or degrading remarks.
- Inappropriate comments about appearance.
- Gender- or sex-based pranks.
- Demands for sexual favors in exchange for favorable or preferential treatment.

- 3 **Verbal or Physical Harassment:** this includes verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of their race, color, ethnicity, religion, national origin, sex, age, sexual orientation, gender identity or expression, personal appearance, political affiliation, marital status, family responsibilities, veteran status, matriculation, disability, mental illness, neuro(a)typicality, or any other legally protected status, and that creates

and intimidating, hostile, or offensive environment for anyone, or unreasonably interferes with their ability to interact or work.

Some examples might include, but are not limited to:

- Offensive comments related to gender, gender identity and expression, sexual orientation, disability, mental illness, neuro(a)typicality, physical appearance, body size, race, age, regional discrimination, lifestyle, political or religious affiliation.
- Using epithets or slurs.
- Mocking, ridiculing, or mimicking another's culture, ethnicity, accent, appearance, or custom.
- Deliberate misgendering. This includes deadnaming (referring to someone who has changed their name by their previous name) or persistently using a pronoun that does not correctly reflect a person's gender identity. Address people by their preferred name and pronoun unless they invite you to refer to them differently.
- Threats of violence, both physical and psychological.
- Deliberate intimidation.
- Incitement of violence towards any individual, including encouraging a person to commit suicide or to engage in self-harm.
- Physical contact and simulated physical contact without consent or after a request to stop.
- Stalking or following.
- Harassing photography or recording, including logging online activity for harassment purposes.
- Continued one-on-one communication after requests to cease.
- Deliberate "outing" of any aspect of a person's identity without their consent except as necessary to protect others from intentional abuse.
- Publication of non-harassing private communication

Complaints of reverse-isms (e.g. reverse racism, reverse sexism), reasonable communication of boundaries (e.g. "leave me alone"), refusal to explain or debate topics, or criticism of 'tone' or oppressive behavior will not generally be acted upon.

#### How to Report a Violation of the Code of Conduct

- 4 If you experience, witness, or become aware of unacceptable behavior, or if you have any other concerns, please report the issue by email to Irina Makkaveeva.

All reports will be handled with discretion by the protocols.io leadership team.

In your report, please do your best to include:

- Contact information
- Identifying information of the person accused of violating the code of conduct
- The behavior that was in violation
- When the incident occurred (if different than the time the report was made)
- Where the incident occurred
- Any relevant circumstances surrounding the incident
- Other people involved in, or who witnessed, the incident
- If you believe this incident is ongoing, please let us know
- If there is a record of the incident (e.g. email, slack) please include as relevant documentation
- Any additional helpful information

If for any reason you do not feel comfortable reporting an incident as described here, please report the incident to someone else from the protocols.io team. If a member of the protocols.io leadership team is reported for inappropriate behavior, they will not be allowed to review your incident. We will make every effort to respect confidentiality requests to protect those who submit reports. Actions taken following a report will depend on an investigation into the reported incident.

#### How We Respond to Reports

- 5 Responses to reports will be decided by the protocols.io leadership team. After a report is submitted the incident will be documented and the protocols.io leadership team will be notified. As the report is investigated, the person making the report will be contacted if further information is required and to provide any support that may be needed as a result of

the incident. All reports will be investigated to the extent the details provided allow. A meeting will be convened to discuss the report and decide what actions to take, in consultation with the person making the report, if known, and in as timely a manner as possible. Confidentiality will be maintained where possible. If a violation has taken place, once appropriate actions are determined by the committee, they'll be communicated to the person who violated the code of conduct and the person who submitted the report.

#### Sanctions

- 6 Actions and sanctions in response to a violation of the code of conduct will vary depending on the nature of severity of the incident or incidents. Sanctions may include, but would not be limited to:
  - Warning the accused to cease their behaviour and that further reports may result in additional sanctions
  - Suspension from employment
  - Termination of employment
  - Requiring that the accused immediately leave the building
  - Being reported to the proper authorities

#### Acknowledgements

- 7 This code of conduct was written using the [OpenCon code of conduct](#) as an initial template