

Texas Association for Computing Machinery

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Code of Conduct

Introduction:

The following code of conduct governs the Texas Association for Computing Machinery (ACM). We have created this document in order to ensure our organization's values of respect, professionalism, and inclusivity are upheld above all. We have a duty to articulate and enforce these values so that we may grow a safe and vibrant culture that all UT Computer Science students can enjoy.

Scope:

The code of conduct applies to all ACM members and is extended to individuals interacting with ACM members. In general, we expect all individuals to adhere to the code, especially within our office or at ACM events.

Office Rules:

The office space is intended to be a fun and safe environment for all ACM members. Please ensure to follow these rules as you interact in the office:

1. Be considerate of the space. This means not leaving your trash or food waste for others to pick up. If there are spills, be responsible and clean it up. If there is damage to any office supplies or electronics, please let an officer know immediately so the area can be cleaned up.
2. Be considerate of others working in the office. Don't play audio out loud at a high volume or be obnoxious, as other people often use the space to work.
3. Do not vandalize or brand the office.
4. Ensure that at least one officer (Senior Officer, Operational Officer, Intermediate Officer, or Ex-Officer, all of whom are listed on the whiteboard) is present in the office at all times. For liability reasons, if you are the only one in the office and aren't an officer, you shouldn't be there.
5. If office property is borrowed, please leave a shoe in the office until the item is returned.

Anti-Harassment Policy:

Texas ACM is dedicated to providing a harassment-free experience for everyone, regardless of gender, gender identity and expression, sexual orientation, disability, physical appearance, body size, age or religion. We do not tolerate harassment of our members in any form. Individuals violating these rules may be sanctioned or expelled from ACM functions, including access to the ACM office and ACM events.

Harassment includes, but is not limited to:

- Verbal comments that reinforce social structures of domination related to gender, gender identity and expression, sexual orientation, disability, physical appearance, body size, race, age, religion, and more
- Explicit sexual images or phrases in public spaces
- Deliberate intimidation, stalking, or following
- Harassing photography or recording
- Sustained disruption of talks or other events
- Inappropriate physical contact
- Unwelcome sexual attention
- Advocating for, or encouraging, any of the above behavior

Enforcement:

Individuals asked to stop any harassing behavior are expected to comply immediately. If a participant engages in harassing behavior, ACM retains the right to take any actions to maintain a welcoming environment for all individuals. This includes punishments ranging from a warning the offender to expulsion from accessing the office or attending events (see “Discipline Guideline”).

Furthermore, ACM may take action to redress anything designed to, or with the clear impact of, making the environment hostile for any participants.

Discipline Guideline:

In an effort to maintain a welcoming environment for all individuals, ACM retains the right to enforce these rules and policies through various means. We do this to keep you safe, and to correct inappropriate behaviors when they occur. A number of factors are taken into account when determining the appropriate method of discipline, including intent, context, repeat offenses, severity, and more. It is ultimately at the discretion of ACM to pursue the course of discipline found to fit the individual situation. In general,

1. Verbal Warning. Includes chat with an HR officer, discussing what happened, discussing courses of action to correct future behavior.
2. Written Warning. Meeting with HR team and President, discussing the situation, explaining further disciplinary action that may be taken if the situation does not resolve itself.
3. Further actions include losing access to the ACM Office, losing the right to attend events, etc.

Reporting:

If someone makes you or anyone else feel unsafe or unwelcome, please report it as soon as possible. Harassment and other code of conduct violations reduce the value of the Texas ACM experience for everyone. We want you to be happy and safe with us. People like you make ACM a better place.

You can make a report either personally or anonymously.

Personal Report:

You can make a personal report by:

- Sending an email to hr@texasacm.org. The email address is monitored daily to ensure we don't miss your report.
- Contacting the HR Senior Officer, HR Operational Officer, or the President of ACM directly.

When taking a personal report, our officers will reach out to you and set up a time to discuss the incident. This can be upsetting, but we'll handle it as respectfully as possible, and you can bring someone to support you. You won't be asked to confront anyone and we won't tell anyone who you are.

Anonymous Report:

You can make an anonymous report here: <http://texasacm.org/tiny/report>

We can't follow up an anonymous report with you directly, but we will fully investigate it and take whatever action is necessary to prevent a recurrence.