

DRAFT

19 Nov 2017: Introduction is based upon original draft by Vladimir Levantovsky

v2: 3 Dec 2017: ... with suggested edits from Ann Bassetti

v3: 11 Dec 2017: with Ann's edits accepted and additional minor changes, comments and notes added by VL

v4: 15 December 2017: with Amy's restructuring edits after our call

v5: 18 December 2017: Vlad's minor editorial revisions and some additions/deletions in comments.

V6: 2-3 January 2018: Ann accepted all previous changes, deleted all earlier comments (I agreed with your most recent ones, Vlad). Small language correction (in first line, by Ann), and additional consolidating changes in the "Application and Process" section by Vlad.

V7: 9 January 2018: Changes made by Vlad after the first round of group discussion.

V8: 10 January 2018: DD edits: s/member/participants, rephrased intro to avoid repeating W3C, added some bold in a couple of places, a couple of more edits at the bottom (e.g. adding the public as participant).

W3C Code of Conduct:

W3C is a growing and global community where participants choose to work together, and it is committed to maintaining a positive working environment, where each participant feels appreciated and respected, and where everyone adheres to the same high level of standards of personal behavior.


- W3C community participants should treat each other with respect and professionalism and be mindful of cultural differences.
- W3C community participants should communicate constructively and avoid insulting, unwelcome or demeaning behavior.
- W3C strictly prohibits discrimination, intimidation, harassment, and bullying of any kind and on any basis.
- W3C will not tolerate abusive behavior in any form, whether it is verbal, physical, sexual, or implied.

Community Conduct Guidelines:

W3C community participants come from many countries, with different cultural, religious, educational, and economic backgrounds, and varied lifestyle and work experiences. This diversity of representation gives W3C its strengths, and our ability to influence peoples' lives. The **W3C Code of Ethics and Professional Conduct (CEPC)** aims to promote the highest standards of professional behavior, to help recognize the multi-faceted, multi-cultural nature of the organization, and to assist individual participants in navigating through complexities of inter-personal communication in a widely diverse community of participants.

To help us achieve and maintain these high standards, each individual participant is expected to share responsibility for our work environment by adhering to the following behavioral guidelines:

- **Respect.** We are a large community of people who are passionate about our work, sometimes holding strong opinions and beliefs. Misunderstandings and disagreements do happen and, when conflicts arise, we are expected to resolve them in a highly professional manner, with dignity and respect, and keeping our passions in check.
- **Cultural differences.** We come from different ways of life, and standards of behavior. What is considered perfectly normal and acceptable in one culture, may be deemed awkward [or even offensive] in another. Because of this, public displays of affection may complicate professional relationships. For some cultures, overtly friendly disposition towards another participant involving body contact (e.g.: hugging, touching on the arm or shoulder, or kissing) is uncommon and may be perceived as an invasion of personal space, or as unwelcome advances. Even simple things such as casual choice of words and tone of voice could be misinterpreted as a sign of disrespect. Therefore, be formal and conservative in what you do and liberal in what you accept from others, at least until a truly friendly atmosphere and relationships are established.
- **Be sensitive to language barriers.** When it comes to international communication, English is a language of choice for many. However, only some of us are native English speakers. Many participants speak English as a second (third, ...) language, and may not possess the same level of fluency or eloquence required to express complex concepts and ideas. People who communicate in non-native language often struggle to understand fast and/or quiet speech, and tend to speak louder than they usually would when communicating in their native tongue. If someone struggles to express his thoughts, help ensure their ideas are adequately expressed, heard, and granted thorough consideration.
- **Confidentiality and privacy.** Sometimes, matters we discuss may fall under various [confidentiality](#) agreements and strict adherence to these agreements is expected. In addition, certain pieces of information disclosed in a group setting may be private in nature, or we may inadvertently learn confidential information accidentally disclosed by other participants. Please exercise good judgment, and make reasonable efforts to protect privacy and confidentiality of all participants.
- **Be positive.** We live our lives in many ways, we may have multiple opinions and ideals, we may disagree on various points, but the drive to fulfill the [W3C mission](#) is what unites us.



Accept different points of view as a natural part of W3C life. We can achieve progress and strengthen our community by offering constructive criticism without judgment, and working together to develop an understanding and consensus. Remember – sometimes brilliant ideas are the ones which may seem the most radical or controversial in the beginning – such as the original brainstorm that began the web!

- **Be Active:** Promote positive behaviors in our community. Take action to bring the discussion back to a more civil level whenever inappropriate behaviors are observed, especially if you are in a leadership position (serving as a Team contact, a group chair, W3C management, Advisory Board, etc.).

Please consider that we all share responsibility for creating a positive working environment. If you observe someone behaving insensitively, perhaps you can gently steer them to a better mode? If English isn't your first language, and you are having trouble understanding, perhaps ask the speaker to slow down. If someone makes a mean joke about another, don't encourage them by laughing. If you don't know how to handle an awkward situation, seek the help of someone else whom you trust to be discreet. Most people aren't aware they are being mean or insensitive, or get caught up in an angry moment, and can be swayed by friendly advice.

@Please also see the Group Best Practices document: https://www.w3.org/wiki/WG_Best_Practices @

Application and Process:

This Code applies to face-to-face meetings, teleconferences, mailing lists, or any other events organized and/or sponsored by the Consortium. This Code, complemented by a set of [procedures](#) applies equally to **all participants of the W3C community**, including W3C Staff, working group chairs, representatives of member companies and invited experts, or anyone from the Public partaking in the W3C work environment, regardless of their level of participation in W3C work. Any person who is found in violation of the practices specified by this Code will be subject to [disciplinary actions](#).

Under the W3C Process Document [<new link goes here>](#) participants in any W3C activity must abide by the terms and spirit of this Code of Ethics and Professional Conduct. If someone is considered to have failed to meet these requirements, the Director may suspend or remove their participation (including the AB and TAG).