



Women In Tech

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Template Code of Conduct for Events/Conferences

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This International Women's Day 2019, we at Women in Tech wish to give back to women. Events, conferences, symposiums and meet-ups are great avenues to learn and create. However, women are often mansplained, harassed and sexually abused at these places. It's time to change the situation Let's build happy and safe spaces for women to work and innovate . Report harassment, Remove intolerance, Create respectful atmosphere for women. How to go about it?

Let's pledge! We will not attend, speak or fund any event without an actionable Code of Conduct.

PLEDGE: I pledge not to volunteer for organizations or to attend conferences, conclaves, symposiums or events without simple, robust and actionable Code of

Conduct – for me, that means they must have 1) a vision who they want to protect , 2) what amounts to unacceptable behavior 3) a reporting/enforcement mechanism in case anyone violates the Code of Conduct violations, and, 4) enforcement plan.

“Codes of Conduct” is interchangeable with “anti-harassment policies” or statements of appropriate conduct”. Take the Pledge, #AdoptCoC

Now that you have taken the Pledge. Urge your Organization/Team(s) or places where you plan to contribute to adopt a Code of Conduct. To make things easier, we have created a template.

Following is a template of a **Code of Conduct(CoC)** suitable for most technology and policy related events conferences. It may be adopted by any Event/Conference organizer. You may adopt this CoC as per your needs under the CC-BY-NC-SA 4.0.

Code of Conduct for Events/Conferences

At [INSERT Name of the organisation], our mission is to create safe space for all women where you are not discriminated on the basis of your identity, sexuality, physical appearance, race, disability, or age. In order to create a conducive environment to interact with a free and open mind, we adopt this code of conduct. It applies to all the events organized by [INSERT Name of the organisation].

For real discussions to take place, it is inevitable to have different expressions and opinions, however we will not tolerate any kind of harassment. In case of any instance of harassment, we will take strict action.

In the interest of fostering an open and welcoming environment, we as organizers pledge to make participation in our conference and our community a harassment-free experience for everyone, regardless of age, identity, sexual identity, orientation, physical appearance, race, disability, or political leanings.

Unacceptable Behavior

We wish to create an inclusive and safe environment for women where they can learn and express. In order to achieve the same, we strongly refrain everyone from doing the following:

- 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;
- Sexual images in public spaces ;
- Deliberate intimidation;
- Stalking or following;
- Harassing photography or recording;
- Inappropriate physical contact or advances;
- Showing pornography;
- Unwelcome sexual attention;
- Advocating for, or encouraging, any of the above behavior;
- Causing injury to attendees; or

- Any form of physical violence.

All instances of abusive, harassing, or otherwise unacceptable behavior may be reported.

Positive Behavior

We strongly believe it's important to pay attention to harmful language patterns. We can try and build a conducive atmosphere, in order to do so we may keep in mind the following:

1. Be audible and speak with clarity;
2. Be a listener when someone is trying to say, and there might be people who are not very well versed in your language, be patient with them;
3. Maintain your calm, address the issue;
4. Disagreements happen; it's okay to walk away from a conversation that isn't fruitful or is becoming tense;
5. If you do not like a solution someone else is proposing, explain why or you may state an alternative;
6. Do not assume anyone's gender identity, sexual preference, survivor status, economic status, background, health status; or
7. Make sure to refer to people by their preferred gender pronoun. (Some people don't identify with the sex they were assigned at birth, and others may prefer gender-neutral pronouns. You can ask people what their preferred gender pronoun is. Also, if you are unsure, address them by their name.)

Where to Report an instance of harassment? How?

If you are being harassed or you observe someone being harassed, please **REPORT**.

Reports may be registered by taking following actions:

1. Locating a member of the organizing team on-site. Team members can be identified by conference/initiative logo shirts, and will be at the information desk by the front entrance throughout the conference.
2. Emailing the CoC Team [INSERT Organization's or CoC Team's email address]
3. Twitter Direct Message to [INSERT Organization's or CoC Team's Twitter handle]

If you see something that you feel is inappropriate and contrary to the spirit of agreed upon conduct, say something to the person affected and remind them there is a process they can access.

Confidentiality: All reports made will be kept confidential. When taking a personal report, our team member will ensure you are safe and cannot be overheard.

Enforcement

Participants asked to stop any harassing behavior are expected to follow the request immediately. All complaints will be reviewed and investigated and will result in a response that is deemed necessary and appropriate to the circumstances.

Event organisers retain the right to take any actions to keep the event a welcoming environment for all participants. This includes warning the offender, expulsion from the conference/ event, mediation with the complainant / victim in the complaint and the person alleged to have participated in harassing or discriminatory behavior. However, to preserve both the safety and the confidentiality of the complainant / victim in the complaint, no specific action will be taken without consultation and their approval. Any illegal conduct will also be reported to local authorities if needed.

Photography Policy

We will have colored ribbons for attendees to indicate their comfort level with being photographed:

- **Black:** ask beforehand
- **Green:** fine to photograph
- **Red:** do not photograph

In case of any doubt, please ask before taking photographs of any one present at the venue attendees.

Scope

This code of conduct applies to all convening participants and all event-related staff (e.g. hotel staff, AV technicians, interpreters, etc.). It applies to all convening-related activities such as sessions related to the formal agenda; all related side- and social- events; parties; and informal gatherings at restaurants or bars.

License and attribution

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END of CoC