

# Out of Office: Code of Conduct

## 1. Purpose

Out of Office is committed to being an inclusive for everyone. Our aim is to provide a friendly, safe and welcoming environment for all, regardless of gender, sexual orientation, ability, ethnicity, socioeconomic status, and religion (or lack thereof).

This code of conduct outlines our expectations for all those who participate in our community, as well as the consequences of unacceptable behaviour.

All our speakers, attendees, partners and organisers are expected to follow the Code of Conduct, and are invited to join us in creating a safe and positive event experience for everyone.

## 2. Open Source & Culture Citizenship

A supplemental goal of this Code of Conduct is to increase open source and culture citizenship by encouraging participants to recognise and strengthen the relationships between our actions and their effects on our community.

Communities mirror the societies in which they exist and positive action is essential to counteract the many forms of inequality and abuses of power that exist in society.

If you see someone who is making an extra effort to ensure our community is welcoming, friendly, and encourages all participants to contribute to the fullest extent, please recognise their efforts.

## 3. Expected Behaviour

The following behaviours are expected and requested of all community members:

- Participate in an authentic and active way. In doing so, you contribute to the health and longevity of this community.
- Exercise consideration and respect in your speech and actions. Attempt collaboration before conflict.
- Refrain from demeaning, discriminatory, or harassing behaviour and speech.

- Be mindful of your surroundings and of your fellow participants. Alert organisers if you notice a dangerous situation, someone in distress, or violations of this Code of Conduct, even if they seem inconsequential.

## 4. Unacceptable Behaviour

The following behaviours are considered harassing, and are deemed unacceptable;

- Violence, threats of violence or violent language directed against another person.
- Sexist, racist, homophobic, transphobic, ableist or otherwise discriminatory jokes and language.
- Posting or displaying sexually explicit or violent material.
- Posting or threatening to post other people's personally identifying information.
- Personal insults, particularly those related to gender, sexual orientation, race, religion, or disability.
- Unwelcome sexual attention. This includes sexualised comments or jokes and inappropriate or unwelcome sexual advances.
- Deliberate intimidation, stalking or following (online or in person).
- Advocating for, or encouraging, any of the above behaviour.
- Sustained disruption of community events, including talks and presentations.

## 5. Consequences of Unacceptable Behaviour

We don't condone harassment or offensive behaviour, at our events or anywhere. It's counter to our brand values. More importantly, it's counter to our values as human beings.

Unacceptable behaviour from any community member will not be tolerated.

Anyone asked to stop unacceptable behaviour is expected to comply immediately.

If a community member engages in unacceptable behaviour, we may take any action deemed appropriate, up to and including a temporary ban or permanent expulsion from the community without warning.

## 6. Reporting Guidelines

If you are subject to or witness unacceptable behaviour, or have any other concerns, please notify us as soon as possible by emailing [events@hmn.md](mailto:events@hmn.md). Please read Reporting Guidelines for details.

Additionally, community organisers are available to help community members engage with local law enforcement or to otherwise help those experiencing unacceptable behaviour feel safe.

## 7. Addressing Grievances

Only permanent resolutions (such as bans) may be appealed. To appeal a decision of the working group, contact Human Made at [events@hmn.md](mailto:events@hmn.md) with your appeal and the Human Made board will review the case.

## 8. Scope

We expect all community participants (speakers, sponsors, partners, ambassadors; and other guests) to abide by this Code of Conduct in all community venues—online and in-person—as well as in all one-on-one communications pertaining to community business.

This Code of Conduct and its related procedures also applies to unacceptable behaviour occurring outside the scope of community activities when such behaviour has the potential to adversely affect the safety and well-being of community members.

## 9. Contact info

Human Made Events Team, [events@hmn.md](mailto:events@hmn.md)

Siobhan McKeown, Events Director @ Human Made, [siobhan@hmn.md](mailto:siobhan@hmn.md)

Ana Silva, Lead Organiser @ Out of Office, [ana@hmn.md](mailto:ana@hmn.md)

## 10. License and attribution

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