



## **Code of Conduct for Participants**

### **Introduction:**

This Code of Conduct sets out the basic standard of conduct expected of all FreeTech Project participants. The Code of Conduct applies to all FreeTech Project related online and in-person learning activities, including online and in-person workshops, The FreeTech Forum, video tutorials and FreeTech Project social media pages. It also applies when communicating with FreeTech Project personnel in person and via email, phone and video.

This Code of Conduct applies to FreeTech Project spaces, but if you or anyone else has concerns regarding the behaviour of anyone involved in FreeTech Project activities outside our spaces, we still want to know about it. FreeTech Project reserves the right to exclude people from FreeTech Project activities and spaces based on their past behaviour, including behaviour outside of FreeTech Project spaces and behaviour towards people who are not involved with the FreeTech Project.

## **1. Be inclusive.**

We welcome and support people of all backgrounds and identities. This includes, but is not limited to members of any sexual orientation, gender identity and expression, race, ethnicity, culture, national origin, social and economic class, educational level, colour, immigration status, sex, age, size, family status, religion, and mental and physical ability. FreeTech Project has no tolerance for discrimination.

## **2. Be considerate.**

We all have a responsibility to help create a safe and enjoyable learning environment. To help create this, it is important to remember that we all have different topics of interest, experiences, views and needs and that it is important that we listen to each other, help each other through skill sharing wherever possible, whilst also staying on topic and keeping to allocated time (defined by Workshop Facilitators) for discussion points made.

## **3. Be respectful.**

We won't all agree all the time, but disagreement is no excuse for disrespectful behaviour. We will all experience frustration from time to time, but we cannot allow that frustration to become personal

attacks. An environment where people feel uncomfortable or threatened is not a productive or creative one. Please respect each other's boundaries, and remember that everyone learns in different ways and at different paces so try and help each other out where possible.

#### **4. Choose your words carefully.**

Be kind to others. Do not insult or put down others. Harassment and exclusionary behaviour aren't acceptable. This includes, but is not limited to:

- Threats of violence.
- Insubordination.
- Discriminatory jokes and language.
- Sharing sexually explicit or violent material via electronic devices or other means.
- Personal insults, especially those using racist or sexist terms.
- Unwelcome sexual attention.
- Advocating for, or encouraging, any of the above behaviour.

#### **5. Don't harass.**

In general, if someone asks you to stop something, then stop. When we disagree, try to understand why. Differences of opinion and disagreements are mostly unavoidable. What is important is

that we resolve disagreements and differing views constructively. It is important to accept responsibility and apologise to those affected by our mistakes, where relevant, and learn from the experience.

## **6. Make differences into strengths.**

We can find strength in diversity. Different people have different perspectives on issues, and that can be valuable for solving problems or generating new ideas. Being unable to understand why someone holds a viewpoint doesn't mean that they're wrong. Don't forget that we all make mistakes, and blaming each other doesn't get us anywhere. Instead, focus on resolving issues and learning from mistakes. This relates to the importance of sharing knowledge and skills with each other whilst in the learning environment, wherever possible, for the benefit of the collective.

## **7. Comply with company policies that accompany this Code of Conduct, including:**

- Safe Spaces Policy
- Mission, Vision and Values
- Computer Acceptable Use Policy
- Anti-Bullying and Harassment Policy
- Electronic Communication Policy for Participants
- Equality and Diversity Policy

- Grievance Procedure
- Safeguarding Adults at Risk Policy and Procedure
- Whistleblowing Policy

All policies can be viewed on request – email [info@libredigital.org](mailto:info@libredigital.org) or phone 07988187953.

### **What happens if someone violates the Code of Conduct:**

Workshop Facilitators and the Research & Development Officer are responsible for clarifying and enforcing our standards of acceptable behaviour and will take appropriate and fair corrective action in response to any behaviour that they deem inappropriate, threatening, offensive, or harmful.

Workshop Facilitators and the Research & Development Officer have the right and responsibility to remove, edit, or reject comments and other contributions that are not aligned to this Code of Conduct, and will communicate reasons for moderation decisions when appropriate.

Instances of abusive, harassing, or otherwise unacceptable behaviour may be reported to the Workshop Facilitators and/or the Research & Development Officer responsible for enforcement at [info@libredigital.org](mailto:info@libredigital.org) and/or 07988187953. All complaints will be

reviewed and investigated promptly and fairly. All Workshop Facilitators and the Research & Development Officer are obligated to respect the privacy and security of the reporter of any incident.

Workshop Facilitators and the Research & Development Officer will follow these Community Impact Guidelines in determining the consequences for any action they deem in violation of this Code of Conduct:

## **1. Correction**

Community Impact: Use of inappropriate language or other behaviour deemed unprofessional or unwelcome in the community.

Consequence: A private, written warning from Workshop Facilitators and/or Research & Development Officer, providing clarity around the nature of the violation and an explanation of why the behaviour was inappropriate. A public apology may be requested.

## **2. Warning**

Community Impact: A violation through a single incident or series of actions.

Consequence: A warning with consequences for continued

behaviour. No interaction with the people involved, including unsolicited interaction with those enforcing the Code of Conduct, for a specified period of time. This includes avoiding interactions in community spaces as well as external channels like social media. Violating these terms may lead to a temporary or permanent ban.

### **3. Temporary Ban**

Community Impact: A serious violation of community standards, including sustained inappropriate behavior.

Consequence: A temporary ban from any sort of interaction or public communication with the community for a specified period of time. No public or private interaction with the people involved, including unsolicited interaction with those enforcing the Code of Conduct, is allowed during this period. Violating these terms may lead to a permanent ban.

### **4. Permanent Ban**

Community Impact: Demonstrating a pattern of violation of community standards, including sustained inappropriate behaviour, harassment of an individual, or aggression toward or disparagement of classes of individuals.

Consequence: A permanent ban from any sort of public interaction within the community.

### **Grievance Procedure:**

If you want to raise an official complaint with the enforcement of this Code of Conduct please refer to our Grievance Procedure.

### **Attribution:**

This Code of Conduct is adapted from the Contributor Covenant, version 2.0, available at [https://www.contributor-covenant.org/version/2/0/code\\_of\\_conduct.html](https://www.contributor-covenant.org/version/2/0/code_of_conduct.html) and Betterteam available at <https://www.betterteam.com/code-of-ethics-and-professional-conduct>

Community Impact Guidelines were inspired by Mozilla's code of conduct enforcement ladder.

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