□□ Workshop policies & governing rules

- Code of conduct and principles of participation

Code of conduct and principles of participation

The Association for Progressive Communications is committed to providing a safe and welcoming environment for discussing issues related to its community. The APC Community comprises members of the network, all APC staff and team and its larger network of partners, friends and allies.

The code of conduct and ground rules apply to this meeting, all APC hosted events, conference-related social events, such as parties or gatherings at restaurants or bars and spaces, and includes our mailing lists, wikis, platforms, websites and any other spaces that APC hosts, both online and offline. Participants are responsible for knowing and abiding by these guidelines. In this event, the code applies to anyone who is part of the event, which includes organisers, resource persons and participants.

All APC meetings, virtual and physical meetings, are intended to be **SAFE** spaces and we ask participants to be guided by the following:

- **Be respectful**
- **Listen actively**
- **Be respectful of others' views even when you disagree**
- **Be collaborative**
- **Recognise diversity**
- **Respect privacy of participants**
- **Ask for consent for photography, audio-visual recordings or quotes**
- **Be aware of language diversity**
- **Handle disagreement constructively**
- **Act fairly, honestly, and in good faith with other participants**

It is vital that discussions include and acknowledge a diversity of opinions and experiences, and that the community does not tolerate harassment of any kind.

We expect the members of the APC community to treat one another with respect and to acknowledge that everyone can make a valuable contribution. We may not always agree, but the space and conversation must always have openness to positions that may not be aligned or in agreement. Frustration cannot turn into a personal attack. It's important to remember that a community where people feel uncomfortable or threatened is not a productive one, and that the meeting conduct and ground rules are anchored in the APC values we have all committed to uphold. It is our collective responsibility to ensure that we create a safe, creative, productive and welcoming space that can hold us in all of our diversity.

We will take action in response to harassment related to gender, gender identity and expression, sexual orientation, disability, physical appearance, body size, race, nationality, caste, ethnicity or religion. APC does not tolerate harassment of participants in any form.

Definitions

Harassment

includes, but is not limited to:

- Offensive comments related to gender, gender identity and expression, sexual orientation, disability, mental illness, neuro(a)typicality, physical appearance, body size, race, caste, ethnicity or religion.
- Unwelcome comments regarding a person’s lifestyle choices and practices, including those related to food, health, parenting, drugs, and employment.
- Physical contact and simulated physical contact without consent or after a request to stop.
- Deliberate intimidation.
- Sustained disruption of discussion.
- Continued one-on-one communication after requests to cease.
- Sexual harassment

Sexual harassment

is a broad term. For the purposes of this event it is defined as:

Any unwelcome sexual advance in the form of words, images, gestures or physical contact in physical, digital or communication spaces which may reasonably be expected, or be perceived, to cause distress, intimidation, fear, humiliation, or harm to another. The term also covers any request for a sexual favour, or a threat of a sexual nature. Sexual harassment may occur in any space, including the workplace. This includes activities of face-to-face meetings, virtual meetings and digital communication of all kinds. It can be a one-time incident or a series of incidents. Sexual harassment may be unintended, deliberate, or coercive. Sexual harassment may occur both within formal working hours and spaces, and outside these. Men, women, non-binary, transitioning and

transgender individuals may be victims or offenders.

Sexual harassment may result in discrimination, and it may create a hostile working environment. Other forms of behaviour which cause discrimination, fear, and/or a hostile working environment may be implicated in sexual harassment, such as harassment based on race, gender, sexuality, national origin, physical appearance, age, ancestry, disability, economic disparity, nationality, or religious or spiritual beliefs. APC recognises that APC's staff members, partners and event participants are from diverse contexts, and that sexual harassment experiences are embedded within the cultural, social, historical and personal contexts.

> **Sexual harassment should not be confused with unintentional careless communication in a diverse working environment, or with our efforts to create a working culture which is open to conversations on sexuality and human rights.**

We understand that the impact of sexual harassment on APC's working culture can be highly destructive, and we understand the harmful impact of sexual harassment on any person's work, mind and body.

Examples of sexual harassment include (but are not limited to):

- Gratuitous or off-topic sexual images or behaviour in spaces where they are not appropriate.
- Unwelcome sharing of sexualised content in visual, audio or text form
- Deliberate stalking, following or intimidation, online and/or offline
- Harassing photography, video or audio recording
- Inappropriate and/or unwanted physical contact
- Unwelcome sexual attention, in any form of communication
- Requests for sexual favours, verbal or physical contact of a sexual nature in exchange for an opportunity
- Threats, either explicit or implicit, to withdraw an opportunity or resources unless sexual contact and/or communication is permitted
- Advocating for, or encouraging, any of the above behaviour.

If you believe you have been harassed, or notice that someone else is being harassed, or have any other concerns, you are encouraged to raise your concerns in confidence to the Event Incidents Team.

APC commits that each case will be considered, and concrete actions will be taken as appropriate.

> ***Please refer to APC's sexual harassment policy for how APC responds to sexual harassment.***

Code of Conduct and Anti-Harassment Policy Response Process

If you are being harassed by a member of the community or a participant or organiser at the workshop, or have any other concerns, please contact a member of the Event Incidents Team.

When a complaint is made or an incident occurs that breaches this code, the **Event Incidents Team** will confidentially review and respond to any participant who has experienced harassment or inappropriate behaviour.

If the person who is harassing you is on the Event Incidents Team, they will recuse themselves from handling your incident. If the person who is harassing you is a member of the organising team, they will not receive differential treatment than any other participant in the handling of the complaint.

We will try to respond as promptly to complaints as we can. These steps will be taken once you make a complaint:

1. One or more members of the Event Incidents team will discuss the issue with you.
2. They may take notes, with your consent, of what you say.
3. One or more members of the Events Incidents team will separately speak with the person(s) against whom the complaint is lodged.
4. The process will involve attaining resolution while ensuring safety, dignity and respect for everyone involved.

If a participant engages in harassing behaviour, the Response Team may take any action they deem appropriate, up to and including expulsion from all APC spaces during the event, and identification of the participant as a harasser to other APC members or the general public. The Event Incidents team will prioritise marginalised people's safety over privileged people's comfort.

Any member of the Event Incidents Team can be contacted with any questions or concerns participants may have throughout the duration of an APC event. Anonymous complaints can be reported to the team via email.

Names and contact information of the Event Incidents Team are as follows:

- Pavitra Ramanujam - pavitra@apc.org
- Cho Thazin Aung - cho@apc.org