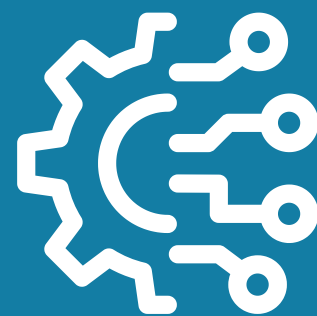
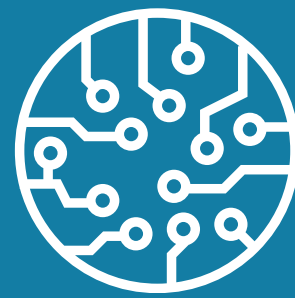
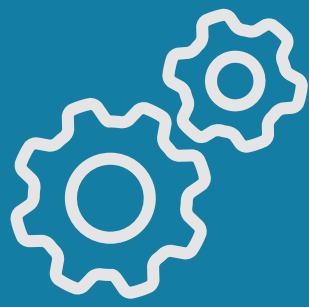


CODE OF CONDUCT



Like the digital preservation community as a whole, the Open Preservation Foundation (OPF) team and member community is made up of a mixture of professionals and volunteers from all over the world, working on every aspect of archiving and preservation.

Diversity is one of our huge strengths, but it can also lead to communication issues, uncomfortable situations, and unhappiness. With many people having English as their second or third language, it is also important to give each contributor a voice and work to ensure an inclusive environment for all. To that end, we have a few ground rules that we ask people to adhere to. This code applies equally to staff, directors, members, contributors, and those in the wider community seeking help and guidance. This isn't an exhaustive list of things; rather, please take it in the spirit in which it's intended - a guide to make it easier to enrich us all and the various communities in which we participate.

This code of conduct applies to all communication channels managed by the OPF, including social media, blog posts, the mailing lists, the issue trackers, webinars, panel discussions, events, and any other forums created by the team which the community uses for communication. In addition, violations of this code outside of these spaces may affect a person's ability to participate within them.

If you believe someone is violating the code of conduct, we ask that you report it by emailing conduct@openpreservation.org. For more details please see our Reporting Guidelines below.

Reporting Guidelines

- Be friendly and patient. Remember that we're a world-wide community, so you might not be communicating in someone else's first language.
- Be welcoming. We strive to be a community that welcomes and supports people of all backgrounds and identities, including but not limited to members of any race, ethnicity, culture, national origin, colour, immigration status, social and economic class, educational level, sex, sexual orientation, gender identity and expression, age, size, family status, political belief, religion, and mental and physical ability.
- Be considerate. Your work will be assessed and used by other people, and you in turn will depend on the work of others. Any decision you make will affect users and colleagues, and you should take those consequences into account when making decisions.
- Be respectful. Not all of us will agree all the time, but disagreement is no excuse for poor behaviour and/or manners. We might all experience some frustration now and then, but we cannot allow that frustration to result in a personal attack. It's important to remember that a community where people feel uncomfortable or threatened is not a productive one. Members of the OPF community should be respectful when dealing with other members as well as with people outside the direct OPF community.
- Be careful in the words that you choose. We are a community of professionals, and we conduct ourselves professionally. Constructive criticism is allowed as long as it is open and professional. Be kind to others. Do not insult or put down other participants. Harassment and other exclusionary behaviour are not acceptable.

Reporting Guidelines Cont.

- This includes, but is not limited to:
 - Violent threats or language directed against another person.
 - Discriminatory jokes and language.
 - Posting sexually explicit or violent material.
 - Posting (or threatening to post) other people's personally identifying information ("doxing").
 - Personal insults and professional 'put-downs', especially those using racist or sexist terms.
 - Abusive, disparaging or belittling comments about somebody else's work.
 - Unwelcome sexual attention.
 - Advocating for, or encouraging, any of the above behaviour.
 - Repeated harassment of others. In general, if someone asks you to stop, then stop.
- When we disagree, try to understand why. Disagreements, both social and professional, happen all the time and the OPF community is no exception. It is important that we resolve disagreements and differing views constructively. Remember that we're different. The strength of OPF comes from its varied community and people from a wide range of backgrounds. Different people have different perspectives on issues. Being unable to understand why someone holds a viewpoint doesn't mean that they're wrong. Don't forget that to err is human and blame doesn't get us anywhere. Instead, focus on helping to resolve issues and learning from mistakes. And be willing to agree to disagree.

Questions

If you have questions, please feel free to contact us by reaching out to a team member or sending an email to info@openpreservation.org.

Reporting Guide

If you believe someone is violating the code of conduct we ask that you report it to the OPF by emailing conduct@openpreservation.org. All reports will be kept confidential. In some cases we may determine that a public statement will need to be made. If that's the case, the identities of all victims and reporters will remain confidential unless those individuals instruct us otherwise.

If you are unsure whether the incident is a violation, or whether the space where it happened is covered by this Code of Conduct, we encourage you to still report it. We would much rather have a few extra reports where we decide to take no action, rather than miss a report of an actual violation. We do not look negatively on you if we find the incident is not a violation. Also, knowing about incidents that are not violations, or happen outside our organisation, can also help us to improve the Code of Conduct or the processes surrounding it.

In your report please include:

- Your contact information.
- Names (real, nicknames, or pseudonyms) of any individuals involved. If there are other witnesses, please include their information, if possible
- The specific time and place where the incident occurred.
- Your account of what occurred. If there is a publicly available record (e.g. a mailing list archive, tweet or a public log) please include a link.
- Any pertinent information relating to the incident, including whether you believe this incident is ongoing.

What happens after you file a report?

You will receive an email from the Board of Directors acknowledging receipt immediately. We promise to acknowledge receipt within 24 hours (and will aim for much quicker than that).

The Board will immediately review the incident and determine:

- What has occurred.
- Whether this event constitutes a violation of the Code of Conduct.
- Who the bad actor(s) was(were).
- Whether this is an ongoing situation, or if there is a threat to anyone's physical safety.

If this is determined to be an ongoing incident or a threat to physical safety, the Board's immediate priority will be to protect everyone involved, meaning we may delay an "official" response until we believe that the situation has ended and that everyone is physically safe.

Responses

Once the Board believes it has a complete account of the events, it will make a decision. Responses may include:

- Nothing (if we determine no violation occurred).
- A private reprimand to the individual(s) involved.
- A public reprimand.
- A suspension (i.e. asking someone to "take time off" from a mailing list or other communication). They'll be asked to take this vacation voluntarily, but if they don't agree then a temporary ban may be imposed to enforce this vacation.
- A permanent or temporary ban from some or all OPF communication channels (mailing lists, blogs, etc.)
- A request for a public or private apology.
- If the violator is from a member or affiliate organisation, the violation will be reported to the organisations' representative.

We'll respond within one week to the person who filed the report with either a resolution or an explanation of why the situation is not yet resolved.

Once we've determined our final action, we'll contact the original reporter to advise what action (if any) we'll be taking. Feedback from the reporter on the appropriateness of our response will be taken under advisement.

What if your report concerns a possible violation by a Board member?

If your report concerns a current member of the OPF Board, you may not feel comfortable sending your report to them, as all Board members will see the report.

In that case, you can make a report directly to the current Executive Director. Their email address is listed on the OPF website. The Board will follow the usual enforcement process with the other members, but will exclude the member(s) that the report concerns from any discussion or decision making.

Reconsideration

Any of the parties directly involved or affected can request reconsideration of the committee's decision. To make such a request, contact the OPF Board with your request and motivation and the OPF board will review the case.

Some text courtesy of the [Speak Up! Project](#) and [Django](#).