



Code of conduct for ARDC activities

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Owner	Manager Engagements
Approved by	Rosie Hicks, CEO ARDC Ltd
Category	Outreach
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Content enquiries	contact@ardc.edu.au
Related documents	
Definitions	
Purpose	This code of conduct presents ARDC’s expectations and encourages all participants in ARDC activities and communities to take responsibility for upholding a safe and respectful environment, ensuring our interactions in the context of this activity create spaces in which everyone feels empowered to contribute. Forms of behavior which exclude, intimidate or cause discomfort are a breach of this code.

Scope

This code of conduct covers those involved (participating) in activities and communities run by the ARDC.

Code Statement

The ARDC is dedicated to providing a welcoming and supportive environment for all participants in ARDC activities, regardless of background or identity. As such, we do not tolerate behaviour that is disrespectful to our staff or participants or that excludes, intimidates, or causes discomfort to others. We do not tolerate discrimination or harassment of any kind.

Everyone who participates in an ARDC activity or community is required to conform to this code of conduct. It applies when you sign up to or join any ARDC organised activity or when you join an ARDC managed or jointly managed community. It applies to all activities including, but not limited to, webinars, events, email lists and online forums.

By participating, you indicate your acceptance of the code and any procedures by which ARDC resolves any incidents that violate the code of conduct.

The ARDC is responsible for enforcing the code of conduct. All reports will be reviewed by the ARDC and will be kept confidential.

Expected behaviour

As a participant in an ARDC activity, you are expected to show respect and courtesy to others. All interactions should be professional regardless of platform: either online or in-person. In order to foster a positive and professional environment we encourage the following kinds of behaviours:

- Use welcoming and inclusive language
- Be respectful of different viewpoints and experiences
- Gracefully accept constructive criticism
- Focus on what is best for the whole community
- Show courtesy and respect towards other activity participants.

Note: These [four social rules](#) provide further recommendations for productive interactions.

Unacceptable behaviour

Examples of unacceptable behaviour include:

- written or verbal comments which have the effect of excluding people on the basis of membership of any specific group
- causing someone to fear for their safety, such as through stalking, following, or intimidation
- violent threats or language directed against another person
- the display of inappropriate sexual or violent images
- unwelcome sexual attention
- nonconsensual or unwelcome physical contact
- sustained disruption of talks, events or communications

- excessive unsolicited touting of commercial products
- insults or put downs
- sexist, racist, homophobic, transphobic, ableist, or exclusionary jokes
- excessive swearing
- incitement to violence, suicide, or self-harm
- continuing to initiate interaction (including photography or recording) with someone after being asked to stop
- publication of private communication without consent.

Reporting breaches of the code

If you believe that someone is violating this code of conduct, please report it to an ARDC staff member directly or using our [Code of Conduct incident report form](#).

Consequences of unacceptable behaviour

Participants asked to stop any inappropriate behaviour are expected to comply immediately.

If a participant engages in behaviour that violates this code of conduct, the ARDC may take any action they deem appropriate, including warning the offender, exclusion from the activity and/or community and engaging in formal anti-harassment procedures.

About this document

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This code of conduct is based on the Carpentries Code of Conduct, released under the terms of the Creative Commons Attribution License. A further list of resources and other examples of codes of conduct are listed below.

Resources

Australasia Preserves

<https://blogs.unimelb.edu.au/digital-preservation-project/2018/11/07/developing-a-community-code-of-conduct-for-australasia-preserves/>

Carpentries code of conduct https://docs.carpentries.org/topic_folders/policies/code-of-conduct.html

FORCE 11 code of conduct <https://www.force11.org/code-conduct>