

Kansas OER Summit – Code of Conduct – 2022

KANSAS OER SUMMIT CODE OF CONDUCT

I. PREFACE

This Code of Conduct sets the standard of conduct expected of participants in the Kansas OER Summit and its related online spaces. It sets the expectation that all participants will actively work to create a safe, welcoming, and inclusive environment and strictly prohibits discrimination, harassment, and sexual harassment. Participation in the Kansas OER Summit and its activities is conditional upon acceptance of the Code of Conduct.

If you experience or witness a violation of this Code of Conduct, please [submit a report through this form](#).

II. SCOPE

This Code of Conduct applies to all aspects of the Kansas OER Summit activities where individuals' behavior affects the ability of others to participate. This includes within the virtual summit platform, summit sessions, informal side meetings associated with the summit, email discussion lists, and other related interactions. This Code of Conduct applies to all participants, including attendees, speakers, sponsors, volunteers, and summit staff.

III. STANDARD OF CONDUCT

The Kansas OER Summit Team seeks to offer a safe, welcoming, and inclusive space for learning and sharing, guided by the values of diversity, equity, and inclusion. These values can only thrive in an environment that is free from harassment, sexual harassment, and discriminatory behavior.

The standard of conduct at the KS OER Summit and related spaces is set forth below and is further defined in Section VII. Anyone asked to cease behavior in violation of this Code of Conduct is expected to comply immediately. Engaging in prohibited behavior is subject to enforcement action, which may include being removed from the summit or its online spaces.

Behavior that is expected and encouraged:

- Be respectful, inclusive, and accepting of others. Actively seek to challenge your personal biases, assumptions, and preconceived stereotypes, and approach differences with openness and curiosity.
- Be conscious of how your words and actions (including unintentional ones) might harm others. Take time to educate yourself on how to be more inclusive and listen when someone takes the time to educate you.

- Be aware of privilege and power dynamics. If you find you are talking or commenting a lot, consider stepping back to leave more space for others. If you share the work or ideas of others, give credit where it is due.
- Be considerate of privacy and personal boundaries. Give others a chance to “opt-in” to personal interactions, and respect limits when they are set.
- Be constructive in offering criticism and be gracious in accepting it. Consider “calling in” rather than “calling out,” and direct critiques toward ideas rather than people.

Behavior that is strictly prohibited:

- Discrimination, including unfavorable or disparate treatment to others because of any aspect of their identity, appearance, or protected class.
- Harassment and harassing behavior, including use of epithets and slurs, derogatory or hostile comments, repeated attempts to make contact, or any behavior that interferes with another person’s participation in the conference.
- Sexual harassment, including use of sexual images, jokes of a sexual or gendered nature, or any unwelcome contact of a sexual nature in any medium.

[IV. ROLES AND RESPONSIBILITIES](#)

KBOR OER Steering Committee bears ultimate responsibility for ensuring that this Code of Conduct is enforced. The Steering Committee will delegate this responsibility to the Kansas OER Summit Team in conjunction with Steering Committee leadership.

If a report is submitted regarding any member of the Steering Committee, Kansas OER Summit Team, or other person involved in organizing the conference, the person reported will not be allowed to view the report or participate in the investigation.

[V. REPORTING PROCESS](#)

The process for reporting violations of this Code of Conduct and how we respond to reports is laid out in this section.

1. How to Report a Violation

Reports may be submitted in by filling out the following form:

Reports may be submitted by:

- Individuals who have been harmed by a violation of this Code of Conduct.
- Witnesses to a violation of this Code of Conduct.
- Third parties in possession of information regarding a violation of this Code of Conduct.

Information that is helpful to include in reports:

- Identifying information of the person who has violated the Code of Conduct.
- A description of the behavior that was in violation of the Code of Conduct, including what, where, and when.
- Other people involved in or witness to the incident and any available contact information.
- Links to any publicly available records (e.g. tweets, session recordings, etc.) or other relevant information.

2. How Reports are Processed

As a general rule, a committee member will take the following steps upon receiving a Code of Conduct report:

- Assess the situation to determine whether immediate action is necessary to prevent further harm.
- Contact the person making the report (if possible) to gather any additional information and determine how anyone harmed by the violation can be best supported.
- Investigate the report to the extent that the details provided allow, including reviewing any documentation, interviewing the parties involved, interviewing any witnesses, and gathering additional evidence.
- Convene the Kansas OER Summit Team to review the findings of the investigation and decide what, if any, enforcement action to take.
- Notify the Steering Committee of the decision, withholding confidential details if necessary, and consult any intended action with the person making the report (if possible).
- Communicate the outcome of the investigation and any sanctions to the person reported for violating the Code of Conduct.
- Inform any other relevant parties or participants, if applicable.

In general, the Kansas OER Summit Team will begin to process a report as soon as it is received by a committee member. The procedure and length of time it takes to fully process a report will depend on the circumstances of the report. There is no time limit or statute of limitations on when reports may be submitted.

All formal reports will be documented along with any action taken, and the records held by the KBOR OER Steering Committee.

3. Confidentiality and Anonymity

Those submitting Code of Conduct reports may request confidentiality. The Kansas OER Steering Committee takes confidentiality seriously and will protect confidentiality in the reporting process to every extent possible. Confidential information will be circulated to the minimum number of people necessary to process the report, and documentation will be handled with utmost sensitivity.

Reports may be submitted anonymously. While anonymous reports will be taken seriously, reporting an incident anonymously or wishing not to disclose key details (e.g. the name of the person being reported) may inhibit the Kansas OER Summit Team's ability to take enforcement action.

VI. ENFORCEMENT AND SANCTIONS

Engaging in harmful behavior has consequences. The Kansas OER Summit Team may impose sanctions depending on the severity of a violation.

Examples of potential actions by the Kansas OER Summit Team may include:

- Issuing a written or verbal warning.
- Removing comments, materials, or recordings with harmful content.
- Ending a presentation early.
- Removing a person's volunteer or committee responsibilities.
- Expelling a person from a session.
- Expelling a person from the Summit.
- Reporting a person's behavior to the appropriate authorities.

A person sanctioned for violating the Code of Conduct is expected to comply with the terms of the sanctions, and non-compliance may be grounds for further sanctions.

VII. DEFINITIONS OF PROHIBITED BEHAVIOR

This section provides further definitions for what constitutes prohibited behavior under Section III.

1. Discrimination

Discrimination occurs when a participant is denied equal opportunity and suffers unfavorable or disparate treatment because of that individual's identity, which may include their race, sex, sexual orientation, gender identity, national or ethnic origin, ancestry, age, disability, religion, veteran status, or other protected categories under the law.

2. Harassment and Harassing Behavior

Harassment is unwelcome conduct (whether physical, verbal, written, or via technology) that is based on a person's identity or protected class, which may include their race, sex, sexual orientation, gender identity, national or ethnic origin, ancestry, age, disability, religion, veteran status, or other protected categories under the law. Moreover, harassing behavior not based on any of the above discriminatory factors that creates an intimidating, hostile, or offensive environment also is unacceptable and subject to enforcement action under the Code of Conduct. Harassment and harassing behavior has the purpose or potential effect of interfering with an individual's ability to participate in KS OER Summit.

Some examples of harassment include (but are not limited to):

- Offensive comments related to a person's identity or protected class
- Using epithets, slurs or stereotypes
- Mocking, ridiculing, or mimicking another's culture, accent, appearance, or custom
- Deliberate intimidation, threats of violence, or incitement of violence (including encouraging self-harm)
- Stalking or following
- Harassing photography or recording, including logging online activity for harassment purposes
- Continued one-on-one communication after requests to cease
- Publication of private information, including private communications (unless publication is necessary to protect oneself or others from intentional abuse) or deliberate "outing" of any aspect of a person's identity without their consent

3. Sexual Harassment

Sexual Harassment encompasses unwelcome sexual advances, requests for sexual favors, and other verbal or physical behavior of a sexual or gendered nature that interferes with an individual's ability to participate in KS OER Summit activities or creates an intimidating, hostile, or offensive environment. Sexual harassment can include such behaviors as unwanted touching or unwelcome conduct (whether physical, verbal, written, or via technology) of a sexual or gendered nature.

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

- Unwelcome and repeated flirtations, propositions, advances, staring, or other sexual attention
- Unwelcome physical contact

- Use of sexually suggestive language, gestures, or sounds (including whistling)
- Display of sexually suggestive objects or pictures
- Offensive, insulting, derogatory, or degrading remarks related to sex or gender
- Unwelcome comments about appearance
- Deliberate misgendering, including deadnaming (referring to someone who has changed their name by their previous name) and intentional use of pronouns that do not correspond to a person's gender identity or specified preference
- Sexual jokes or use of sexually explicit or offensive language
- Gender- or sex-based pranks
- Demands for sexual favors in exchange for favorable or preferential treatment

VIII. ACKNOWLEDGMENTS

This Code of Conduct has been adapted by the Kansas OER Summit Team and was originally developed by members of the Open Education Conference Steering Committee and Diversity, Equity, and Inclusion Committee.

Sections V-VII of this Code of Conduct were adapted from the [OpenCon Code of Conduct](#), which is available under a Creative Commons Attribution 4.0 International License. OpenCon attributes the [TODO Group's](#) Open Source Code of Conduct (which includes contributions from [Django, Python, Ubuntu, Contributor Covenant, Geek Feminism, Citizen Code of Conduct](#)), Geek Feminism's ["Conference Anti-Harassment/Responding to Reports" page](#), the [Conference Code of Conduct](#), the New Venture Fund, and members of the OpenCon community.