Community of Practice
Guidelines & Code of Conduct

This document lays out the goals, rules, and values that guide participant behavior in the INEE Community of Practice (CoP), a space in which diverse individuals can collaborate and interact in a positive and affirming way specifically on topics relevant to education in emergencies.

Guidelines
Below are a few rules of common sense on how to act appropriately in the CoP to guarantee a positive environment and constructive and democratic exchanges.

1. Respect everyone. You can disagree with others, but avoid personal attacks and demeaning language.

2. Use clear language. Avoid using abbreviations and acronyms without clarifications. Aim to make experts and non-experts benefit from your input.

3. Write succinctly to get your point across more effectively. Include a link to external content when appropriate.

4. Keep the focus on education in emergencies. The CoP is dedicated to topics in education and specifically education in emergencies; it is not a place to share general news or for political debate.

5. Share information and photos that are useful and informative to other members. Be careful not to offend the sensibilities or invade the privacy of others.

6. Stick to the topic of the channel you are posting in. Do not double post (post the same message twice in one channel) or cross post (place the same message across several channels).

7. Do not interrupt someone else's thread in an attempt to change the topic or request support for a different issue. If you have a different issue, find the appropriate thread or channel for your issue.

8. Do not chastise new users/newbies for asking questions or posting comments that may already be answered elsewhere. We get new participants in the CoP every day.

9. Avoid posting hollow or useless replies, such as simply 'lol', 'cool', 'first post', etc. Only post responses when you have something to contribute. Using Slack's emojis/reactions in lieu of a text response is highly encouraged to show support while keeping threads organized and succinct.

10. If you need assistance in using the CoP platform, post your request in the dedicated #help channel in your preferred language. Only as a last resort, contact a channel moderator or the CoP Admin team by direct message.

11. Intimidation, bullying, or harassment are not tolerated. See the Code of Conduct for more details.

12. Racial or ethnic slurs, aggressive language, profanity, threats, or language that is offensive to other cultures, groups, or religions is not tolerated. See the Code of Conduct below for more details.

13. Do not use the CoP to promote or sell a product, service, or business unless it is relevant to the community channel.

14. Do not use the CoP to make funding requests, except in relevant channels.

15. Do not provide instructions or advice that you know to be incorrect, intentionally misleading, or harmful.

16. Do not attempt to create the impression that you are an INEE staff employee, nor imply that you are providing INEE support in an official capacity.

17. Do not post content containing personal or private information in public channels; use direct messaging to share these sorts of details with specific people. This is for your security and protection.

Code of Conduct

Goal

The INEE Community of Practice is dedicated to providing a harassment-free experience for everyone. We do not tolerate harassment of participants in any form.

Applicability and Scope

This code of conduct applies to all of this community's spaces, including public channels, private channels and direct messages, both online and off (e.g.. In in-person meet-ups). Anyone who violates this code of conduct may be sanctioned or expelled from these spaces at the discretion of the administrators.

Toward a Welcoming and Safe Environment

We hope to create an environment in which diverse individuals can collaborate and interact in a positive and affirming way. Examples of behavior that contributes to creating this sort of environment include:

- Using welcoming and inclusive language
- Being respectful of differing viewpoints and experiences
- Gracefully accepting constructive criticism
- Focusing on what is best for the overall community
- Showing empathy towards other community members

Anti-Harassment Statement

This community will not tolerate harassment of any kind. Examples of harassment include:

- Offensive comments related to gender, disability, political affiliation, race, ethnic origin, nationality, immigration status, language, religion or lack thereof, or any other identity marker.
- Deliberate intimidation and moral or sexual harassment.

- Deliberate misgendering, using inappropriate pronouns, or use of "dead" or rejected names.
- Gratuitous or off-topic sexual images or behavior.
- Threats of violence.
- Incitement of violence towards any individual or group, including encouraging a person to commit suicide or to engage in self-harm.
- Sustained disruption of discussions.
- Continued one-on-one communication after requests to cease.
- Deliberate "outing" of any aspect of a person's identity without their consent except as necessary to protect vulnerable people from intentional abuse.
- Publication of non-harassing private communication.
- Jokes and satires that resemble the above, still count as harassment even if meant satirically or ironically.

If you have questions or concerns about these issues please feel free to message an administrator or ask for an opportunity to explore the issue with a moderator.

Reporting

If you are being harassed by a member of our community, notice that someone else is being harassed, or have any other concerns, please contact the administrators via community@inee.org. If the person who is harassing you is on the admin team, they will not be involved in handling or resolving the incident. The admin team will respond to any complaint as promptly as possible.

Enforcement Process

Every code of conduct violation report will be treated with seriousness and care. If a member's immediate safety and security is threatened, an individual admin may take any action that they deem appropriate, up to and including temporarily banning the offender from the community. In less urgent situations, at least two admins will discuss the offense and mutually arrive at a suitable response, which will be shared with the offender privately. Whatever the resolution that they decide upon, the decision of the admins involved in a violation case will be considered final.

We will respect confidentiality requests for the purpose of protecting victims of abuse. At our discretion, we may publicly name a person about whom we've received harassment complaints, or privately warn third parties about them, if we believe that doing so will increase the safety of our members or the general public. We will not name harassment victims without their affirmative consent.

Consequences

Participants asked to stop any harassing behavior are expected to comply immediately. If a participant engages in harassing behavior, the administrators may take any action they deem appropriate, up to and including expulsion from the community and identification of the participant as a harasser to other members. At the discretion of the admins, or by request, one or more of the parties involved may request to discuss the violation and how to avoid similar situations in the future.

Acknowledgements

This Code of Conduct is adapted from the Community Covenant (http://community-covenant.net), version 1.0, available at http://community-covenant.net/version/1/0/.