

Strategies that enhance the ability to be culturally safe include

- Reflect on one's own culture, attitudes and beliefs about 'others'
- Clear, value free, open and respectful communication
- Develop trust
- Recognise and avoid stereotypical barriers
- Be prepared to engage with others in a two-way dialogue where knowledge is shared
- Be considerate and how discuss and frame sensitive topics to avoid causing harm
- Be inclusive of cultural perspectives and contributions
- Be respectful and aware of diverse experiences and histories as current relationships and collaborations are shaped by colonial histories
- Do not prioritize or value some knowledge over others.
- Have equitable discussions, allowing time for historically muted voices and opinions
- Ask participants and specifically Indigenous and Traditional Knowledge Holders, for explicit permission to use stories, ideas, and information shared during this meeting or future collaborations.
- Do not appropriate knowledge shared during this meeting or future collaborations.
- Be accountable: when we fail to meet these guidelines, work together to identify problems and adjust our approach accordingly

Strategies that improve communication in online environments

- Embrace joy and humour
- Smile and be welcoming if you chose to use your camera
- Make an effort to build new connections by taking note of who is participating
- Use inclusive and appropriate language
- Embrace different communication styles and dialogues about science
- Be open to suggestions and feedback
- Be purposeful in allowing equitable time allowed for underrepresented voices
- Avoid gendered pronouns, gendered terms and [heteronormative](#)* statements in presentations
- Understand that not everyone has access to a quiet working space
- Be understanding of the current online environment is also family space for many participants
- External interruptions, muting and unmuting, unstable Internet are all realities that need to be addressed with patience and good humour

Individuals who participate (or plan to participate) in the ArcticNet Annual Scientific Meeting should conduct themselves at all times in a manner that comports with both the letter and spirit of this policy prohibiting harassment and abusive behavior, whether before, during, or after the event. This includes statements made in social media postings, on-line publications, text messages, chat rooms, **posting screenshots without permission** and all other forms of electronic communication.

Unacceptable Behaviour

ArcticNet specifically prohibits posting conference materials, screenshots of chat room discussions or comments, questions, recordings of the conference outside of our virtual space without consent. Online events need to be safe spaces for discussions.

- Violence and threats of violence.
- Incitement of violence towards any individual.
- Derogatory comments related to gender, gender identity and expression, sexual orientation, disability, mental illness, neuro(a) typicality, physical appearance, body size, race, religion, or socio-economic status.
- Gratuitous or off-topic sexual images or behaviour in spaces where they're not appropriate.
- Posting or threatening to post other people's personally identifying information.
- Use of social or mainstream media to target individuals in a way that could harm their privacy and/or reputation.
- Deliberate misgendering such as not using a person's preferred pronouns.
- Inappropriate photography or recording.
- Simulated physical contact (e.g. textual messages depicting physical contact) without affirmative consent.
- Unwelcome sexual attention. This includes, sexualized comments or jokes; inappropriate and unwelcome sexual advances.
- Deliberate intimidation, stalking or following (online or in person).
- Sustained disruption of community events, including talks and presentations.
- Advocating for, or encouraging, any of the above behaviour.

Guidelines for Speakers

Speakers are responsible for the content of their presentations. ArcticNet requests that speakers be cognizant of potentially offensive actions, language, or imagery, and that they consider whether it is necessary to convey their message. ArcticNet asks that speakers warn the audience at the beginning of the talk if this type of content is included.

Reporting

Anonymous Report

You can make an anonymous report using this [form \(https://arcticnet.formstack.com/forms/reporting_unacceptable_behaviour_during_arcticnet_event\)](https://arcticnet.formstack.com/forms/reporting_unacceptable_behaviour_during_arcticnet_event). We cannot directly follow-up an anonymous report, but we will fully investigate it and take whatever action is necessary to prevent a recurrence.

Guidelines continued on next page

Personal Report

You can make a personal report by contacting a staff member or emailing us: conduct@arcticnet.ulaval.ca

When taking a personal report, our staff will ensure you are safe and cannot be overheard. They may involve other event staff to ensure your report is managed properly. Once safe, we'll ask you to tell us about what happened. This can be upsetting, but we'll handle it as respectfully as possible, and you can ask someone to support you in your environment. You won't be asked to confront anyone and we won't tell anyone who you are.

Our team will be happy to help you local law enforcement, local support services, otherwise assist you to feel safe for the duration of the event. We value your attendance. If the person who is harassing you is on the team, they will recuse themselves from handling your incident. We will respond as promptly as we can.

We will not act on complaints regarding:

- 'Reverse' -isms, including 'reverse racism,' 'reverse sexism,' and 'cisphobia' (because these things don't exist)
- Reasonable communication of boundaries, such as "leave me alone," or "I'm not discussing this with you."
- Refusal to explain or debate social justice concepts
- Communicating in a 'tone' you don't find congenial
- Complaints against those criticizing racist, sexist, cissexist, or otherwise oppressive behavior or assumptions

Consequences

We expect all participants to follow these rules.

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

Event organizers may take action to address anything designed to, or with the clear impact of, disrupting the event or making the environment hostile for any participants.

If a participant engages in harassing behaviour, event organizers retain the right to take any actions to keep the event a welcoming environment for all participants. This includes warning the offender, excluding them from the conference with no refund and refusing their participation at future ArcticNet events or projects depending on the severity of the violation.

This is a Living Document

ArcticNet intends for these policies to meet the needs of our participants to have positive experiences at our events and in our online spaces, and we welcome comments and suggestions from the community. Please contact ArcticNet staff if you would like to provide feedback. Or fill in this anonymous feedback form: https://arcticnet.formstack.com/forms/feedback_on_arcticnet_s_event_code_of_conduct

This Code of Conduct was based on the work of many organizations including Arctic Science Summit Week 2020 Code of Conduct, JSConf EU, CSSConf / JSConf AU, The Geek Feminism wiki, WeAllJS, and Conference Code of Conduct and <https://blog.tito.io/posts/code-of-conduct-for-virtual-events/>

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