



ARC Centre of Excellence for  
All Sky Astrophysics in 3 Dimensions

## On-line Collaborative Workspace Communities Rules of Behaviour

### OVERVIEW

One of the primary goals of ASTRO 3D is to be inclusive and, as such, we are committed to providing a friendly, safe and welcoming environment for all, regardless of gender, sexual orientation, ability, ethnicity, socioeconomic status and religion (or lack thereof).

These rules of behaviour are not exhaustive, but outline our expectations for all those who participate in ASTRO 3D on-line collaborative communities, including Slack, and provide a guide to help us create safe and positive experiences for everyone. Feel free to suggest changes or additions to these rules of behaviour to any of the admins.

### RULES OF BEHAVIOUR

#### EXPECTED BEHAVIOR

The following behaviours are expected and requested of all community members.

- **Be friendly and patient.**
- **Be welcoming.** We strive to be a community that welcomes and supports people of all backgrounds and identities. This includes, but is 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 can be 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. Remember that we are a world-wide community, so you might not be communicating in someone else's primary language.
- **Be respectful.** Not all of us will agree all the time, but disagreement is no excuse for poor behaviour and poor manners. We all experience some frustration now and then, but we cannot allow that frustration to turn into a personal attack. It is important to remember that a community where people feel uncomfortable or threatened is not a productive one. Members should be respectful when dealing with other members as well as people outside.
- **Be mindful of the words that you choose.** We are a community of professionals, and we conduct ourselves professionally. Be kind to others. Do not insult or put down other participants. Harassment and other exclusionary behaviour are not acceptable. 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, especially those using racist or sexist terms;
  - unwelcome sexual attention;
  - advocating for, or encouraging, any of the above behaviour; and
  - repeated harassment of others - in general, if someone asks you to stop, then stop.

#### CONSEQUENCES OF UNACCEPTABLE BEHAVIOR

Unacceptable behaviour from any community member, including staff and those with decision-making authority, will not be tolerated. Anyone asked to stop unacceptable behaviour is expected to comply immediately. If a community member engages in unacceptable behaviour, we may take any action deemed appropriate, up to and including a temporary ban or permanent expulsion from the community without warning.



Moderators reserve the right to delete excessive self-promotional or commercial posts. Content that has been identified as objectionable, inappropriate, or off-topic will be subject to deletion by channel moderators. Posters will receive a warning and risk being blocked or excluded from the channel and/or having their ASTRO 3D membership cancelled if unacceptable behaviour persists.

## REPORTING UNACCEPTABLE BEHAVIOR

If you are being harassed, notice someone else is being harassed, or have any concerns, send a DM immediately to any of the admins. These rules of behaviour apply to ASTRO 3D on-line communities such as Slack, but if you are being harassed by a member outside of this space, please let your Node Leader, the Chief Operating Officer or Centre Director know as soon as possible. All reports will be taken seriously and there will be consequences for unacceptable behaviour.

## CONFIDENTIALITY

### **THE THINGS YOU SAY HERE MAY AT SOME POINT BECOME PUBLIC.**

Please be mindful that, because these communities are closed networks, they can foster a false sense of security that leads people to share things that really should not be public.

While we expect members to honor the confidentiality of this space, we cannot guarantee that they will do so, nor can we guarantee that every member's login credentials and logged-in devices are secure. Please exercise caution and refrain from sharing sensitive information that could harm you or others if it became public.

We cannot prevent people from screencapping or otherwise logging into on-line communities. We also can't guarantee that every member's login credentials and logged-in devices are secure. Files uploaded here can be downloaded by anyone with a login. Please exercise caution and refrain from sharing sensitive information that could harm you or others if it became public.

## OFFICIAL UNIVERSITY RECORDS

ASTRO 3D on-line collaborative communities should not be used for the exchange of any information that may represent an official record of any collaborating university. Please ensure you are aware of the policy of your relevant institution in regard to what is required to be captured as an official record and use the appropriate email system and/or network drive to meet those policy requirements.

## MESSAGE RETENTION

ASTRO 3D uses the message retention features of the relevant collaboration tool to delete old messages and uploaded files.

*Current at 27 June 2018*