

Draft Aug 2021

Down To Earth Victoria Cooperative Society Ltd

Code of Conduct

Aims and objectives

Down To Earth Cooperative Victoria Society Ltd aims to make participation in our community a harassment-free experience for everyone, regardless of age, body size, visible or invisible disability, ethnicity, sex characteristics, gender identity and expression, level of experience, education, socio-economic status, nationality, personal appearance, race, caste, colour, religion, or sexual identity and orientation.

Participant's agreement

To act and interact in ways that contribute to an open, welcoming, diverse, inclusive, and healthy community.

To undertake to abide by the aims above.

Finding the Code of Conduct

Those involved are to work to ensure it can be found in at least these places:

1. Top-level menu item on website.
2. Linked in the footer of mailing lists.
3. Referenced on membership application forms, or prior to mailing list subscriptions.
4. Linked in DTE's minutes template.

Scope

This Code of Conduct applies within all community spaces, and also applies when an individual is officially representing the community in public spaces such as the following;

1. Down To Earth Victoria Cooperative Society LTD e-mail addresses.
2. Acting as an appointed representative at an online or offline event.
3. Participating in chaired teleconference meetings.
4. Chaired face-to-face meetings.
5. Working bees.
6. ConFest.

7. ConFab social events.
8. Down To Earth Victoria Cooperative Society LTD / ConFest Social Media Accounts

Please Note: DTE / ConFest Social Media Accounts. ConFest and Down To Earth Victoria Cooperative Society LTD facebook pages are not controlled by the Down To Earth Cooperative, therefore is largely outside the scope of what Down To Earth Victoria Society LTD can manage. We can, however, make requests to Social Media administrators on behalf of members to delete posts that contravene the Code of Conduct.

If a DTE member/volunteer posts information that is harmful to a member/volunteer, the matter can be referred to the Code of Conduct Panel.

POLICIES

General

1. Keep language respectful and appropriate to the circumstances and those present.
2. Always obtain ongoing, enthusiastic, informed consent before touching another person.
3. Respect DTE and other's property, do not take materials that you are not authorised to.
4. Always gain appropriate approval to visit DTE properties. See method in the appendix.

Email Forums

1. If a post offends you, the recommended way is to take the matter up with the poster directly off list, whilst recognising this may not always be possible or appropriate.
2. Do not post or forward emails on behalf of currently suspended users to any of Down To Earth Cooperative Victoria Society LTD email forums.
3. Keep communication in English as much as possible to ensure everyone feels included.
4. Avoid sending large attachments.
5. Use hosting or filesharing services, and provide a link to the files.
6. Debate issues not personalities.
7. Administrators of lists, forums and social network groups are also required to follow and enforce the Code of Conduct as well as follow the recommendations resulting from complaint review and arbitration.
8. Administrators of lists, forums and social network groups when in conflict with a user should not abuse their privileges and self-

adjudicate, instead lodge a complaint using a method listed in the appendix for review and arbitration.

Chaired meetings

1. Respect the authority of the Chair.
2. Be mindful of group time and ensure you keep your contributions brief and on-topic.
3. Once an agreement has been achieved and agreed, accept that agreement and allow the meeting to move on to other matters.
4. Maintain a safe meeting space, that participants can contribute without fear of reprisals for voicing an opinion or voting a certain way.

Onsite working bees, setup/pack down and community meetings

1. Respect where there are community ratified Coordinator roles.
2. Try to speak directly to a Coordinator to resolve any conflicts or concerns you may have regarding a works schedule, and/or raise in daily morning meetings.
3. Do not hesitate to speak to the Coordinator or another Volunteer if you feel that any work is unsafe.
4. If possible when in conflict with another volunteer, take the matter up privately if you feel safe to do so.

Policy Implementation

1. The Code of Conduct Panel is responsible for clarifying and implementing our standards of behaviour and will take appropriate and fair action in response to any behaviour that they deem inappropriate, threatening, offensive, or harmful.
2. Code of Conduct Panel have the right and responsibility to remove, edit, or reject comments, commits, code, issues, and other contributions that are not aligned to this Code of Conduct, and will communicate reasons for moderation decisions when appropriate.
3. The Code of Conduct Panel is not expected to handle matters that should be handled by the police.
4. Instances of abusive, harassing, or otherwise unacceptable behaviour may be reported to the Code of Conduct Panel responsible for enforcement. *See appendix for contact details.* All complaints are to be reviewed and investigated promptly and fairly.
5. All Code of Conduct Panel are obligated to respect the privacy and security of the incident reporter.
6. If the Code of Conduct panel is unable to handle a matter for any reason then it may be handled by the Board or an outside agency.

- 7. Supporting Members/Volunteers:** DTE values volunteers who are the life blood of the cooperative. The Code of Conduct Panel may, if it deems appropriate, support a member/volunteer who contravenes the Code Of Conduct by offering coaching by an assistant volunteer program provider. It may suggest to people in conflict to

Guidelines

1. Code of Conduct Panel will follow these Community Impact Guidelines in determining the consequences for any action they deem in violation of this Code of Conduct:
2. This is to be used as a guide only, and consequences may be lesser or greater depending on the behaviour in question.

First offence within any 12 month continuous period	Written caution
Second offence within any 12 month continuous	1 month ban from the forum related to the complaint
Third offence within any 12 month continuous period	3 month ban from all DTE forums and meetings.
Fourth offence within any 12 month continuous period	6 month ban from all DTE forum and meetings.
Fifth offence within any 12 month continuous period	Permanent ban.

1. Written Warning

Community Impact: Use of inappropriate language or other behaviour deemed unprofessional or unwelcome in the community.

Consequence: A private, written warning from community leaders, providing clarity around the nature of the violation and an explanation of why the behaviour was inappropriate. A public apology may be requested.

2. Second Warning and temporary ban

Community Impact: A violation through a single incident or series of actions.

Consequence: A second warning with consequences for continued behaviour. One month ban. No interaction with the people involved, including unsolicited interaction with those enforcing the Code of Conduct, for a specified period of time. This includes avoiding interactions in community spaces as well as external channels like social media. A participants agreement adhering to Code of Conduct to be entered into.

3. Temporary Ban

Community Impact: A serious violation of community standards, including sustained inappropriate behaviour.

Consequence: A three month ban from any sort of interaction or public communication with the community. No public or private interaction with the people involved, including unsolicited interaction with those enforcing the Code of Conduct, is allowed during this period.

4. Temporary Ban

Community Impact: Demonstrating a pattern of violation of community standards, including sustained inappropriate behaviour, harassment of an individual, or aggression toward or disparagement of classes of individuals.

Consequence: A 6 month ban from any sort of public interaction within the community. A letter of agreement must be signed adhering to community standards. Violating these terms may lead to a permanent ban.

5. Permanent Ban

Community Impact: A continued pattern of violation of community standards. **Consequence:** A permanent ban from all DTE forums and meetings.

8. undertake mediation or dispute resolution.

Examples of behaviour that complies with this code

- Demonstrating empathy and kindness toward other people.
- Being respectful of differing opinions, viewpoints, and experiences.
- Giving and gracefully accepting constructive feedback.
- Accepting responsibility and apologising to those affected by our mistakes, and learning from the experience.
- Focusing on what is best not just for us as individuals, but for the overall community. Understanding that many sides of our selves can only develop within a community, we take on the task of building that community for all.

Examples of behaviour that does not comply with this code

- The use of sexualised language or imagery, and unwanted sexual attention or advances of any kind.
- Trolling, insulting or derogatory comments, and personal or political attacks.
- Public or private harassment.
- Publishing others' private information, such as a physical or email address, without their explicit permission.
- Other conduct which could reasonably be considered inappropriate in a professional setting.

Appendix

Site Access

Email directors: directors@dte.coop

Webform: Site Visit Form www.dte.coop

For Further Advice:

DRCHIG – Disputes Resolution Complaints Handling Implementation Group
drchig@dte.coop

Board of Directors directors@dte.coop

Communicate your Complaints

Email forums:	Email complaint codeofconductpanel@dte.coop
Chaired	Email complaint codeofconductpanel@dte.coop
meetings:	
Working bees:	Speak directly to coordinator and/or email Code of Conduct Panel codeofconductpanel@dte.coop
ConFest:	Speak directly to Wellness coordinators at the Wellness tent