DPF Core Principles and Community Guidelines (CP&CG): Training for Snowmass Conveners

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September 2020

DPF Core Principles and Community Guidelines (CP&CG)

- Quick link: https://snowmass21.org/cpcg/start
  - Contains link to CP&CG Google doc and instructions for community feedback on document – intended to be a living document
  - CP&CG includes link to the Code of Conduct Accountability document
  - Contains names of Ethics Task Force and Ethics Response Committee members
- Why do we need the CP&CG?
  - DPF community is broad and diverse
  - Snowmass brings us into a period of intense collaboration
  - Need to ensure all community members can participate freely
  - Having an explicit statement of our core principles and expectations for behavior empowers community members and leaders to address behavior that is not conducive to healthy collaboration
  - Having a documented plan for accountability provides clear guidelines for enforcement of the CP&CG

Core Principles

Respect and support community members:

- Acknowledge the privilege and power you hold in different spaces and use it to empower and amplify voices that are being excluded
- Work to ensure that all colleagues have equal access to opportunities, including networking that happens in a social context
- Ensure that criticism is constructive, delivered in a respectful way, and aims to create positive discussion
- Avoid judging, discriminating, making unwelcome jokes or disparaging remarks
- Do not make comments based on stereotypes or group generalizations
- Reject all forms of racism, discrimination, or harassment towards any individual or group

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Clearly this principle is central to any good collaboration but on its own may be too vague to be enforceable

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Elaboration of what it means to truly respect and support

Core Principles

Commit to constructive dialog and take initiative:
- Be receptive to discussions of ways to improve communication and working relationships
- Challenge your own assumptions about people and the sources of those assumptions
- Intervene when others are exhibiting conduct unbecoming of a community member and support those who report violations
- Take it upon yourself to educate yourself on and eliminate challenges or barriers to success that colleagues may face as members of under-represented groups
- Develop structures to help maintain antiracist and anti discriminatory accountability
- If you feel that you have been impacted by the actions of another, contact a moderator

Core Principles

Note active (vs passive) behaviors here: take initiative, challenge your own assumptions, intervene…

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Community Guidelines

- Provides more detailed description of expectations for behavior, based on the core principles

- Please read the [whole document](#)!

- Community Guidelines include:
  - Guidelines covering all DPF related interactions
  - Specifics for the Slack Workspace and Working Group Meetings
  - The "Do-Not-Do" List

Accountability

- Recommended first point of contact is for reports of CP&CG violations:
    - Slack moderators
    - Meeting host
    - Code of Conduct Committee
        - Subset of-to-be formed DPF Ethics committee
        - In interim, Ethics Response Committee will fulfill this role
- Can always skip straight to code of conduct committee
- Anyone in a position of leadership should be prepared to receive reports

Accountability

1. If the violation is in progress, the moderator/host/code of conduct committee member will publicly address the violation by stating that the words or actions are not consistent with the CP&CG. This step is important for the community to learn what is inappropriate behavior.
2. If the violation is reported after the fact, the moderator/host/code of conduct committee member should determine if there would be value in terms of community education in publicly addressing the incident, e.g. at the next meeting of the group in which the violation occurred. Note, all violations will be publicly reported after consultation with the aggrieved individual or group.
3. In the event that the violation involves harm to specific individuals, those individuals should be asked if they would like to undergo a process of dialog with the person who violated the CP&CG. The dialog would be facilitated by the code of conduct committee. As appropriate, the individual(s) who were harmed, the person who violated the CP&CG, and any ancillary people (e.g. the host, bystanders) are invited to participate if so desired by the individual(s) who were harmed.
4. In the case that the Code of Conduct committee determines that the offense was egregious, or if the offense was repeated, they may contact the institution and/or collaboration of the offending person. They may also be asked to leave the community.
5. All violations of the CP&CG which are reported will be tracked by the code of conduct committee and an anonymized summary will be made publicly available on the Snowmass wiki and the #code-of-conduct slack channel.

Accountability

- Emphasis on early intervention
  - Normalize addressing behavior in real time: everyone in the community is empowered to point out behavior inconsistent with the CP&CG
  - Slack moderators and meeting conveners serve as the first point of contact for reports of violations of the CP&CG and have a responsibility to address the behavior in real time if possible

- Primary goal is the wellbeing of all community members
  - Immediate intervention prevents further harm
  - Clear procedures and open reporting of results intended to help community members feel comfortable reporting violations

- Secondary goal is education of the community
  - Public intervention/resolution is educational for everyone present
  - Anonymized summary informs everyone in the community of incidents and their resolutions

Accountability Comments

- The CP&CG addresses a wide range of behaviors, from the discourteous (eg: frequent interrupting) to the egregious (eg: sexual harassment). The accountability document provides a guideline for response, but it is not feasible to create a detailed flow chart for each possible behavior. Successful implementation of this policy requires thoughtful and conscientious action on the part of leaders (meeting hosts, conveners, Ethics Committee, etc) and the resulting earned trust in those leaders.

- The CP&CG is intended to normalize early intervention. While some incidents may require the full reporting and resolution structure, many incidents may be resolved through a simple conversation. No one should worry that by invoking the CP&CG or reporting an incident, they would be unintentionally launching an extensive or heavy-handed process.

Accountability Examples

- A number of examples are provided in the accountability document – please read them!
- Brief examples (some hypothetical):
  - Excessive cross-posting in Slack is reported to a Snowmass leader, who passes on the report to the Ethics Response Committee. A member of the Ethics Response Committee speaks privately to the person making the posts and explains that this is in violation of the "keep it tidy" community guideline.
  - A participant repeatedly interrupts others during a Zoom meeting. The moderator of the meeting verbally points out that this is not consistent with the CP&CG as it is not respectful of other community members. (Note: the accountability document provides further actions in case this the behavior does not change)
  - A community member reports receiving unwanted advances from a senior colleague from a different institution at a meeting. The code of conduct committee informs the senior person that the behavior is unacceptable and reports the incident to the institution's Title IX office. The senior person is asked to not return to the meeting. The incident is publicly reported in anonymized form to the community.

Training

- Everyone should feel empowered to make use of the CP&CG to address behavior in Slack workspaces, meetings (real or virtual), and any other interactions

- Snowmass frontier conveners and topical group conveners will frequently host meetings and therefore serve as a first point of contact for reports/interventions, so these groups have a special responsibility to familiarize themselves with the CP&CG and accountability policy

- Training consists of:
  - Review the CP&CG
  - Review the CP&CG accountability document
  - View this presentation (given in the Snowmass All-Frontier Conveners Meeting and recorded for viewing by topical group conveners)
  - Reflect on how you will incorporate these policies and procedures into your leadership style

Work in Progress

- Current CP&CG was developed by the DPF Ethics Task Force, including feedback from the community, in spring/summer 2020
    - Task force members: Ketevi Assamagan, Carla Bonifazi, Mu-Chun Chen, Prisca Cushman, Andre de Gouvea, Young-Kee Kim (ex-officio), Samuel Meehan, Sara Simon, Lauren Tompkins (chair), Elizabeth Worcester
    - Ad hoc committee formed from members of the DPF Executive Committee and Snowmass Community Engagement Frontier
- Current Ethics Response Committee is a subset of the task force:
    - Ketevi Assamagan, Andre de Gouvea, Sara Simon, Lauren Tompkins, Elizabeth Worcester
    - This is a stop-gap until the standing Ethics Committee is formed
- DPF Ethics Committee currently being formed
    - Nominations from community have been received by DPF Executive Committee; process for evaluating nominees and selecting committee members is underway
    - Will make improvements to the CP&CG and Accountability documents
    - Will establish a code of conduct committee
    - Will consider additional reporting mechanisms (anonymous reports?)
    - Will serve as go-to body for any ethical issues within DPF
- Discussion/questions about the CP&CG, accountability document, or this presentation can be posted in the #code-of-conduct Slack channel, directed to any member of the Ethics Task Force, or submitted via the CP&CG Google form