



ARC Code of Conduct 2021

[DRAFT VERSION]

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To complement our values, we've created a code of conduct that serves as an official commitment to fellow students, faculties and staff about the behaviours we expect (and the behaviours we discourage) at ARC.

Why A Code of Conduct Makes a Difference for Diversity and Inclusion

Ensuring that everyone at ARC feels included is a big priority for us. That is why creating a framework for expected behaviours is something we feel is important for our continued work on inclusion. We value every member (students, faculties and staff) at ARC and would never want anyone to feel excluded or bullied, which is why we're placing so much importance on this code of conduct. This is a set of guidelines that everyone on the team has access to, and members must feel free to suggest changes or bring up discussion about it at any time.

ARC is dedicated to creating an inclusive environment for everyone, regardless of race, ethnicity, religion, colour, national origin, age, disability (physical or mental), sexual orientation, gender identity, parental status, marital status, and political affiliation as well as gender expression, mental illness, socioeconomic status or background. We are united by ARC'S values, and we celebrate our unique differences.

We put forth this code of conduct not because we anticipate bad behaviour, but because we believe in the already exceptional level of respect among the team. We believe that articulating our values and accountabilities to one another reinforces that respect and provides us with clear avenues to correct our culture should it ever stray. We commit to enforce and evolve this code as our team grows.

Expected Behaviours

Every member of the ARC team is expected to work smart, be considerate of their teammates, and contribute to a collaborative, positive, and healthy environment in which we can all succeed. Specifically:

- **Be supportive of your colleagues, both proactively and responsively.** Offer to help if you see someone struggling or otherwise in need of assistance (taking care not to be patronizing or disrespectful). If someone approaches you looking for help, be generous with your time; if

you're under a deadline, let them know when you will be able to help or direct them to someone else who may be of assistance.

- **Be inclusive:** Go out of your way and across cultures to include people in team jokes or memes; we want to build an environment free of cliques. Avoid slang or idioms that might not translate across cultures, or be deliberate in explaining them to share our diverse cultures and languages. Speak plainly and avoid acronyms and jargon that not everyone may understand. Be an ally to teammates when you see a need.
- **Be collaborative.** Involve your teammates in brainstorming, sketching sessions, code reviews, planning documents, and the like. It's part of our values to share early and ask for feedback often. Don't succumb to either impostor syndrome (believing that you don't deserve to be here) or the Dunning-Kruger Effect (believing you can do no wrong). Recognize that in addition to asking for feedback, you are similarly obligated to give it.
- **Be generous in both giving and accepting feedback.** Feedback is a natural and important part of our culture. Good feedback is kind, respectful, clear, and constructive, and focused on goals and values rather than personal preferences. You are expected to give and receive feedback with gratitude and a growth mindset.
- **Be respectful toward all time zones.** Embrace habits that are inclusive and productive for team members wherever they are: make liberal use of asynchronous communication tools, document syncs and decisions thoroughly, and pay attention to time zones when scheduling events.
- **Be kind.** Be polite and friendly in all forms of communication – especially remote communication, where opportunities for misunderstanding are greater. Avoid sarcasm. Tone is hard to decipher online; make liberal use of emoji, GIFs and Bitmoji to aid in communication. Use video hangouts when it makes sense; face-to-face discussion benefits from all kinds of social cues that may go missing in other forms of communication.

Unexpected Behaviours

The ARC team is committed to providing a welcoming and safe environment for all. Discrimination and harassment are expressly prohibited. Furthermore, any behaviour or language that is unwelcoming—whether or not it rises to the level of harassment—is also strongly discouraged.

- **No exclusionary language:** Be careful in the words that you choose, even if it's as small as choosing “hey, everyone” over “hey guys”. Sexist, racist, ableist, and other exclusionary jokes are not appropriate and will not be tolerated under any circumstance. Any language that is unwelcoming—whether or not it rises to the level of harassment—is also strongly discouraged.
- **No subtle -isms:** Much exclusionary behaviour takes the form of subtle -isms, or microaggression – small things that make others feel unwelcome. For example, saying “it’s so easy my grandmother could do it” is a subtle -ism with tones of both sexism and ageism. Regardless of intent, these comments can have a significant demeaning impact on teammates. If you see a subtle -ism, you can point it out to the relevant person, either publicly or privately, or you can ask a lead or People Team member to say something. (If you are a third party, and you don’t see what could be biased about the comment that was made, feel free to talk to the People Team.)


Reporting or addressing a problem

These guidelines are ambitious, and we’re not always going to succeed in meeting them. When something goes wrong—whether it’s a microaggression or an instance of harassment—there are a number of things you can do to make sure the situation is addressed.

1. Most recommended: Talk to a member of the ARC D&I committee. The D&I committee members take concerns about this stuff seriously. We are here for you to discuss the problem and we will figure out what steps to take next. You can make a report either personally or anonymously. We are keen to hear concerns about situations of any size and magnitude. In all cases, we will make every effort to stay in clear communication with anyone who reports a problem, maintaining confidentiality..

2. Recommended: Talk to your supervisor/lecturer. Your supervisor probably knows quite a lot about the dynamics of your research group, which makes them a good person to look to for advice. They should also be able to talk directly to the colleague/member in question if you feel uncomfortable or unsafe doing so yourself.

3. Address it directly. For smaller incidents that might be settled with a brief conversation, you can choose to directly talk/message the person in question or set up a video chat to discuss how it



affected you. Please use this approach only if you feel comfortable; you do not have to carry the weight of addressing these issues yourself. If you are interested in this option but unsure how to go about it, try discussing with a member of the D&I committee first—they will have advice on how to make the conversation happen and can also join you in a conversation.

Acknowledgements

Parts of this conduct are based on the Buffer.com code of conduct and have been adapted for ARC with permission from the author.