



# Safe Data Access Professionals

## Code of Conduct – Summary – FINAL v1.02

Safe Data Access Professionals (SDAP) is a network dedicated to providing a harassment-free network for all members, regardless of sex, age, disability, gender reassignment, marriage and civil partnership, pregnancy and parenthood, race, religion or belief (or lack thereof), gender identity and expression, sexual orientation, technical choices, experience level or any other dimension of diversity. We do not tolerate harassment of members in any form.

All communication should be appropriate for a professional audience including people of many different backgrounds. Sexual language and imagery are not appropriate.

Be kind to others. Do not insult or put down others. Behave professionally. Remember that harassment and sexist, racist, or exclusionary jokes are not appropriate for the SDAP network.

Thank you for helping make this a welcoming, friendly member network for all.

### Code of Conduct - in full

#### Introduction

Welcome to Safe Data Access Professionals (SDAP) the member network providing an informal forum for sharing expertise, knowledge and good practice standards in support of setting up, managing and evolving safe data settings in the context of health, education and socio-economic research settings.

We are committed to creating a welcoming and supportive environment for all of our members. All members or guests participating in our events and communications are expected to show respect and courtesy to others.

This Code of Conduct should be honoured by everyone who is a member of SDAP or participating as a guest speaker. It should be honoured in all SDAP related activities either as an attendee or an organiser, and especially when someone is representing SDAP in any role (including as an event volunteer, organiser or speaker).

This Code of Conduct outlines our behaviour expectations as members of the SDAP network in all SDAP activities, both offline and online. Everyone's participation is contingent upon following these guidelines in all activities managed by SDAP including, but not limited to:

- Events, including Member Meetings, Conferences, workshops, working groups and webinars
- Email lists such as JISC, and online platforms such as Slack, Twitter, You Tube and LinkedIn
- Representing SDAP at other public events
- SDAP Steering Group

## **Code of Conduct**

Behaviours that are disrespectful to our members or invited participants and facilitating member organisations or intimidate, exclude or cause discomfort to others will not be tolerated. We do not tolerate discrimination or harassment based on characteristics that include, but are not limited to: age, disability, gender reassignment, marriage and civil partnership, pregnancy and parenthood, race, religion or belief (or lack thereof), gender identity and expression, sexual orientation, technical choices, experience level or any other dimension of diversity.

Steering Group members, the SDAP team, conference and event chairs, and workshop facilitators are expected to uphold the enforcement of the Code of Conduct in their respective capacities in relation to on-line and in-person SDAP platforms. By participating, members and invited participants indicate their acceptance of the procedures by which the management of the SDAP network resolves any Code of Conduct incidents, which might include storage and processing of their personal information.

## **Expected behaviour**

Members and invited participants to our events, working groups and communications are expected to show respect and courtesy to others and all interactions should be professional, both online and in-person.

The following kinds of behaviours in all SDAP events and platforms are encouraged:

- Focus on what is best for the community
- Show courtesy and respect towards every member of the community
- Be respectful of different viewpoints and experiences
- Gracefully accept constructive criticism
- Use welcoming and inclusive language
- Adhere to the Code of Conduct and report incidences promptly
- Be direct, but professional
- Ask for consent and respect people's boundaries
- Be aware of the dynamics of power and privilege (be mindful of how much time and space you are taking up)

Examples of unacceptable behaviour include:

- Publication of private communication without consent
- Excessive Swearing
- Improper gestures
- Use of stereotypes
- Incitement to violence, suicide or self-harm
- Sustained disruptions of talks, workshops events or communications
- The display of violent images
- Causing someone to fear for their safety through stalking, following, intimidation, or threatening
- Unwelcome and repeated flirtations, propositions, advances, or other sexual attention – including gratuitous or off-topic sexual images or behavior
- Non-consensual or unwelcome physical contact
- Sexist, racist, homophobic, transphobic, ableist, or exclusionary jokes
- Continuing to initiate interaction with someone after being explicitly asked to stop
- Offensive, insulting, derogatory, or degrading remarks
- Demands for sexual favours in exchange for favourable or preferential treatment
- Advocating for, or encouraging any of the above behaviours
- Intimidation and bullying include, but are not limited to:
  - o Aggressive or browbeating behavior directed at someone during a public presentation
  - o Mocking or insulting another person's intellect, work, perspective, or question/comment
  - o Making reference to someone's gender, gender identity and expression, sexual orientation, disability, physical appearance, body size, race, age, religion, or other personal attributes in the context of a scientific discussion

- Deliberately making someone feel unwelcome

### **Enforcement**

Members and invited participants who are asked to stop any inappropriate behaviour are expected to comply immediately. This applies to any event or platform, either in-person or online. If a member or participant at an event engages in behaviour that violates this Code of Conduct, the organisers or moderators may warn the offender, ask them to leave the event or platform (without refund), and choose to report the offender to their manager in their place of employment.

If there is repeated or serious breaches, that member will be expelled from SDAP. This decision will be made by the SDAP team and Steering Group.

### **Reporting**

If someone makes you or anyone else feel unsafe or unwelcome, please report it as soon as possible. Harassment and other Code of Conduct violations reduce the value of our events and other shared spaces for everyone.

You can make a personal report. We are unable to process anonymous reports.

### **Personal Report**

You can make a personal report directly in writing through the [sdap@ukdataservice.ac.uk](mailto:sdap@ukdataservice.ac.uk) and it will followed up by a member of the SDAP team along with a member of the Steering Group.

When taking a personal report, you can have the option to give your account verbally by telephone, although this may take time to set up to given the current restrictions arising from remote working.

Whichever format, in writing or in person, we will ensure your report is managed properly with sensitivity and with the assurance of anonymity.

### **Acknowledgements**

We have referred extensively to the Code of Conduct devised by The Society of Research Software Engineering and thank the individuals, communities and projects within this community for the significant work undertaken in devising these terms, who in turn were inspired by:

- Mozilla participation guidelines, the Carpentries code of conduct and the OpenCon 2018 Code of Conduct which served as an inspiration
- SocRSE acknowledge the section outlining their processes for responding to Code of Conduct violations were 'greatly inspired or derived from the PyCon 2019 code of conduct, the Geek Feminism Wiki created by the Ada Initiative, particularly their Conference anti-harassment section, and the Django project.'
- Additional wording was inspired by the Rust Code of Conduct

The Society of Research Software Engineering Code of Conduct is licensed under a Creative Commons 4.0 license, and can be found here:

- <https://society-rse.org/about/policies/code-of-conduct/#:~:text=Adhere%20to%20the%20Code%20of,space%20you%20are%20taking%20up>

In addition, we have drawn from the Bioconductor Code of Conduct in short sections relating to 'unacceptable behaviour' and 'enforcement' and made our own adaptations. The Bioconductor Code of Conduct can be found here:

- [https://bioconductor.github.io/bioc\\_coc\\_multilingual/en-US.html](https://bioconductor.github.io/bioc_coc_multilingual/en-US.html)