

*The ACGA has always been a congenial and respectful group of professionals interacting across personal and digital spaces. As we move deeper and deeper into a digital information universe, we want all our members and guests to be mindful that there are real people at work here, most of them volunteering their valuable time for the love of our crafts.*

*This Code of Conduct is a gentle reminder to treat each other kindly whether in person or in the metaverse.*

*Namaste.*

## **ACGA Code of Conduct**

### **Commitment to a Harassment-Free Environment**

ACGA is committed to ensuring a safe, respectful, and welcoming environment for everyone. This Code of Conduct outlines our expectations for everyone who participates in our community, as well as the consequences for unacceptable behavior. Members violating these rules may be sanctioned or expelled at the discretion of the board without a refund. We invite everyone to help us create a safe and positive experience for everyone.

This code of conduct applies to all of the ACGA's in-person, virtual, and written activities, including mailing lists, social media, and discussion forums.

### **Expected Behavior**

- Actively participate and contribute to the community's well-being
- Be considerate and respectful in your actions and speech
- Collaborate and resolve conflicts thoughtfully
- Avoid discriminatory, demeaning, or harassing behavior and speech
- Seek consent before physical contact and respect others' boundaries
- Be mindful of your surroundings and the other participants. [Alert the board](#) if you notice a dangerous situation, someone in distress, or violations of this Code of Conduct

### **Unacceptable Behavior**

Unacceptable behaviors include: intimidating, harassing, abusive, discriminatory, intentionally misgendering, derogatory or demeaning speech, or actions by any participant in our community spaces, online community, at all related events, and in one-on-one communications carried out in the context of community business. Please be aware that conduct can be harassment even if it is not directed at the person who is offended by it.

Harassment includes:

- Harmful or prejudicial verbal or written comments related to age, gender, sexual orientation, transness, physical appearance, body size, ability, ethnicity, socioeconomic status, religion (or lack thereof), and other personal conditions and choices
- Trolling, e.g. sustained disruption of conversations, work, talks, or other events
- Non-consensual photography and/or recording
- Inappropriate use of nudity and/or sexual images in public spaces (including presentation slides)
- Deliberate intimidation, bullying, stalking, or following
- Non-consensual physical contact
- Unwelcome sexual attention
- Microaggressions, i.e. small, subtle, often subconscious actions that marginalize people from oppressed groups

## How to Report a Code of Conduct Violation

If you have witnessed or been the target of unacceptable behavior, please point out the problem to a board member, as soon as possible. You can find a list of [people to contact on the ACGA website](#).

## Consequences of Violations

Members and guests asked to stop any hateful or disrespectful behavior are expected to comply immediately. If a person insists on such behavior the board may take any action they deem appropriate. This may include a written or verbal warning, removal from an event, termination of membership, and the forfeiture of any fees.

If you are being treated disrespectfully, bullied, or harassed, notice that someone else is being treated disrespectfully, bullied, or harassed, or have any other concerns, please point out the problem to a board member as soon as possible.

## Handling Grievances

If you feel you have been falsely or unfairly accused of violating this Code of Conduct, you should [notify a board member via email](#) with a concise description of your grievance. Please be detailed in your description and give the date, time, place, and any witnesses. Your good-faith grievance will be handled seriously.