7OSME - Code of Conduct

The OSME meeting is one of the most important gatherings of the origami community around the world. It brings together artists, mathematicians, scientists, engineers and educators to share origami ideas and explore future research directions.

We value the participation of each participant and want all attendees to have an enjoyable and fulfilling experience. Accordingly, all attendees are expected to show respect and courtesy to other attendees throughout the meeting and at all events, including online.

To make clear what is expected, all attendees, speakers, exhibitors, organisers and volunteers at 7OSME are required to conform to the following Code of Conduct. Organisers will enforce this code throughout the meeting.

Summary

7OSME is dedicated to providing a harassment-free conference experience for everyone. We do not tolerate harassment of 7OSME participants in any form.
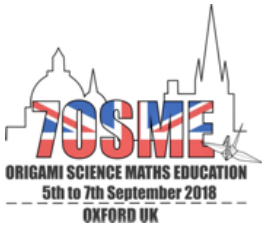
All communication should be appropriate for a professional audience including people of many different backgrounds. Be kind to others. Do not insult or put down other attendees. Behave professionally. Remember that harassment and exclusionary jokes are not appropriate at 7OSME.

Attendees violating these rules may be asked to leave the meeting without a refund at the sole discretion of 7OSME organisers.

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

Clarifications

Harassment includes offensive communication related to gender, sexual orientation, disability, physical appearance, body size, race, religion, sexual images in public spaces, deliberate intimidation, stalking, following, harassing photography or recording, sustained disruption of talks or other events, inappropriate physical contact, and unwelcome sexual attention.

Participants asked to stop any harassing behaviour are expected to comply immediately.

Be careful in the words that you choose. Remember that words can be offensive to those around you. Swearing and offensive jokes are not appropriate at 7OSME.

If a participant engages in behaviour that violates this code of conduct, 7OSME organisers may take any action they deem appropriate, including warning the offender or expulsion from the workshop with no refund.
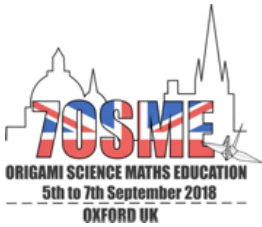
Contact Information

If you are being harassed, notice that someone else is being harassed, or have any other concerns, please contact one of the following staff:

- Zhong You, 7OSME organising committee chair: zhong.you@eng.ox.ac.uk
  - Mark Bolitho, 7OSME organising committee deputy chair: 7osme.oxford@gmail.com
- Graeme Smith, Events Coordinator of Department of Engineering Science, University of Oxford, graeme.smith@oerc.ox.ac.uk
- Clementine Hadfield, Events Coordinator of Department of Engineering Science, University of Oxford, clementine.hadfield@oerc.ox.ac.uk

Any of the staff members will be happy to help participants contact hotel/venue security or local police or otherwise assist those experiencing harassment to feel safe for the duration of the workshop. We value your attendance.

Procedure for Reporting Harassment
- Contact any of 7OSME organizing committee members listed in *Contact Information*. Any of them will also be prepared to handle the incident. They are informed of the code of conduct policy and guide for handling harassment at 7OSME.
- Report the harassment incident (preferably in writing, e.g. on paper or via email). All reports are confidential.
- When reporting the event to a staff member of 7OSME organizing committee, try to gather as much information as available, but do not interview people about the incident. The staff member will assist you in writing the report/collecting information.
- The important information consists of:
  - o Identifying information (name/badge number) of the participant doing the harassing
  - o The behaviour that was in violation

- - o   The approximate time of the behaviour (if different than the time the report was made)
  - o   The circumstances surrounding the incident
  - o   Other people involved in the incident
- The staff members is well informed on how to deal with the incident and how to further proceed with the situation.
- If you do feel your safety is in jeopardy, please do not hesitate to contact the Police by dialling 999. If you do not have a mobile phone, simply ask a helper. The police non-emergency number is 101.

License

This Code of Conduct was forked from the example policy at the <u>Geek Feminism wiki, created by the Ada Initiative and other volunteers</u>, which is under a Creative Commons Zero license.

<div align="right">7OSME Organising Committee</div>