

Computer Recycling, Education, & Training

Code of Conduct

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Introduction

A Code of Conduct is a set of expectations that underlie what we do and how we do it. Breaches of the code of conduct are addressed in individual policies. These are some Ground Rules about what we definitely should not be doing at CRE&T.

This Code of Conduct covers your behavior as a member of the CRE&T Community, in any forum, mailing list, WIKI, web site, IRC channel, install-fest, public meeting, or private correspondence.

- Be considerate. Your work will be used by other people, and you in turn will depend on the work of others. Any decision you take will affect users and colleagues, and we expect you to take those consequences into account when making decisions.
- Be respectful. The CRE&T Community and its members treat one another with respect. Everyone can make a valuable contribution to CRE&T. We may not always agree, but disagreement is no excuse for poor behavior and poor manners. We might all experience some frustration now and then, but we cannot allow that frustration to turn into a personal attack. It's important to remember that a community where people feel uncomfortable or threatened is not a productive one. We expect members of the CRE&T Community to be respectful when dealing with each other as well as with people outside CRE&T. Volunteers at CRE&T are obligated to make statements in their own names and not as expressions on behalf of CRE&T.
- Be collaborative. CRE&T and Free Software are about collaboration and working together. Collaboration reduces redundancy of work and also improves both the quality and experience of work done at CRE&T.
- 'When you disagree, consult others.' Disagreements, both political and technical, happen all the time and the CRE&T Community is no exception. The important goal is not to avoid disagreements or differing views but to resolve them constructively. You should turn to the community and to the community process to seek advice and to resolve disagreements
- When you are unsure, ask for help. Nobody knows everything, and nobody is expected to be perfect in the CRE&T Community. Asking questions avoids many problems down the road, and so questions are encouraged. Those who are asked should be responsive and helpful. However, when asking a question, care must be taken to do so in an appropriate forum. Off-topic questions detract from productive discussion.
- Step down considerately. When you leave or disengage from the project, in whole or in part, we ask that you do so in a way that minimizes disruption to the project. This means you should tell people you are leaving and take the proper steps to ensure that others can pick up where you leave off.

Mailing Lists and Web Forums

Mailing lists and web forums are an important part of the CRE&T Community platform. This Code of Conduct applies very much to your behavior in those forums too. Please follow these guidelines in addition to the general Code of Conduct:

1. Please use a valid email address to which direct responses can be made.
2. Please avoid flame wars, trolling, personal attacks, and repetitive arguments. On technical matters, the Technical Committee can make decisions and recommendations to the Council. On matters of community governance, the Volunteer Coordination Committee can make decisions regarding behavior.

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On matters of policy and organizational development, the Council can make a final decision.

Ground Rules

These rules of conduct are intended to apply to any volunteer in any situation that involves CRE&T. These rules apply to the relations between volunteers, between volunteers and customers, volunteers and businesses or organization with which CRE&T deals, or members of other organizations with which CRE&T may have any dealings whatsoever. Those who have been accepted to volunteer at CRE&T may find themselves in some capacity representing CRE&T. It is expected that CRE&T volunteers will follow the CRE&T Code of Conduct in any and all capacities and dealings with other volunteers, members of the public, and government agencies. It is expected that CRE&T volunteers shall always act in a courteous and professional manner.

We want CRE&T to be a welcoming place where people are safe both emotionally and physically, and will have fun while helping CRE&T fulfill its mission. A breach of the below rules should at a minimum initiate a discussion. Items categorized as "Unforgivable" are grounds for immediate dismissal from all CRE&T activities.

Definition: An OFFICER is any commonly acknowledged position on the Board of Directors, such as President, Treasurer, or Secretary, but may also be a SPECIAL position created by the Board of Directors and appointed by either the Council or the Board of Directors.

Definition: A MANAGER is any position so named created by the Board of Directors or the Council and appointed by either the Board of Directors or the Council.

Unforgivable

- Harassment of any sort, including sexual harassment
- Physical attacks
- Deliberate damage to the property of others
- To Bear a firearm of any sort on CRE&T Premises (Law enforcement officials are Excepted)
- Any action at CRE&T which constitutes a misdemeanor or felony

Malicious

- Threatening Behavior
 - Physical threats
 - Exhibiting aggressive behavior toward humans or machines
 - Verbal threats
 - Menacing body language - if multiple people feel threatened, there's an issue
 - Shouting
 - Swearing and otherwise using profane language during heated discussions
 - Exhibiting severely disruptive behavior
- Verbal and Written Abuse
 - Deliberately misrepresenting facts
 - Spreading malicious gossip that is exaggerated or untrue
 - Rudeness that is malicious
 - Insulting others
 - Dissembling, lying, or deliberately withholding or impeding the report of important information to appropriate parties

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- Circulation of unsubstantiated accusations
- Flaming (definition: <http://en.wikipedia.org/wiki/Flaming>)
- Objectionable Actions Considered to be Deliberately Offensive
 - Stealing
 - Discrimination
 - Disrespect of other's property, projects, or workspace
 - Creating barriers to CRE&T carrying out its mission
 - Acts that are hostile or insulting
 - Targeting another member
 - The conscious disregard of the special needs of others
 - Intentionally interfering with the work of another volunteer
 - Intentionally destroying the work of another volunteer
 - Intentionally obstructing other volunteers from performing their legitimate duties and functions
 - Intentionally humiliating or attempting to humiliate a volunteer
- Inappropriate Actions
 - Misappropriation of funds
 - Tampering with CRE&T document repositories
 - Tampering with CRE&T documents
 - Making unapproved modifications to CRE&T documents
 - Making unapproved modifications to CRE&T infrastructure
 - Actions which callously imperil the safety of others
- Unauthorized Actions
 - Unauthorized use of funds
 - Unauthorized use of CRE&T facilities
 - Unauthorized use of CRE&T properties
 - Unauthorized use of the CRE&T name and any of its accompanying DBAs
 - Presenting oneself as an authorized representative of CRE&T when such authorization has not been granted
 - Making unauthorized changes to CRE&T business accounts
 - Diverting funds or properties intended for CRE&T
 - Making unauthorized additions or removal of persons assigned to accounts
 - Encumbering CRE&T with any new business accounts without prior authorization
 - Engaging in any business activities for and in CRE&T's name without prior authorization
 - Unauthorized removal of CRE&T property from the premises
 - Unauthorized removal of CRE&T records from the premises
 - Donation or sale of CRE&T merchandise without approval
 - Donation or sale of CRE&T merchandise without following the appropriate procedures and guidelines
 - To bear a knife of any sort on CRE&T premises without first notifying and obtaining the approval of the Store Manager or the Acting Store Manager
- Overstepping Actions
 - To lay claim to authorities not explicitly allocated by either the Council or the Board of Directors, or to lay claim to authorities which cannot be reasonably expected to derive from authorities conferred by either of these two bodies
 - To misrepresent the authorities conferred by either Council or the Board of Directors
 - Meting out punishment or retribution for behavior when the authority to mete out said punishment or retribution has not been explicitly granted or approved by either the Board or the Council

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- Usurping or attempting to usurp the authority of either Board or Council to mete out punishment or retribution
- To punish or seek to punish a customer, volunteer or business associate, or to exact retribution from the same, without the due consideration of either the Council, HR, or the Board of Directors
- Bypassing Published CRE&T policies
- Argumentative Actions
 - Denial of the Board of Directors' legitimate authorities
 - Interference with legitimate actions of the Board of Directors
 - Denial of the Council's legitimate authorities
 - Interference with legitimate actions taken by Council
 - Denial of exceptional authorities held by any officer
 - Interference with legitimate actions taken by an officer
 - Denial of exceptional authorities held by any manager
 - Interference with legitimate actions taken by a manager
 - Deliberate non-compliance with the reasonable requests of the Council, the Board of Directors, or any manager or officer of CRE&T

Notice: Our Code of Conduct derives from the Ubuntu Code of Conduct (<http://www.ubuntu.com/community/conduct>).