DPF Core Principles and Community Guidelines[1]

Created April 28, 2020 by DPF Ethics Task Force
Minor revisions May 3, 2022 by DPF Ethics Advisory Committee

Introduction

The following lists the core principles and community guidelines for DPF membership activities, particularly the Snowmass process. The core principles form the most important responsibilities of our community members. The community guidelines extend the core principles by setting expectations for participation in in-person events and virtual communication in the context of DPF-related events. Participation in these events and forums implies an agreement to follow these guidelines as well as the APS code of conduct. This document may be revised at any time if the need arises. Community members are therefore responsible for regularly reviewing its contents.

Core Principles

Respect and support community members:
- Acknowledge the privilege and power you hold in different spaces and use it to empower and amplify voices that are being excluded.

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[1] The DPF Ethics Advisory Committee welcomes feedback on this document at any time. Comments and suggestions can be provided via email, Slack message, or this google form.

- Work to ensure that all colleagues have equal access to opportunities, including networking that happens in a social context.
- Ensure that criticism is constructive, delivered in a respectful way, and aims to create positive discussion.
- Avoid judging, discriminating, making unwelcome jokes or disparaging remarks.
- Do not make comments based on stereotypes or group generalizations.
- Reject all forms of racism, discrimination, or harassment towards any individual or group.

Commit to constructive dialog and take initiative:
- Be receptive to discussions of ways to improve communication and working relationships.
- Challenge your own assumptions about people and the sources of those assumptions.
- Intervene when others are exhibiting conduct unbecoming of a community member and support those who report violations.
- Take it upon yourself to educate yourself on and eliminate challenges or barriers to success that colleagues may face as members of under-represented groups.
- Develop structures to help maintain antiracist and anti discriminatory accountability.
- If you feel that you have been impacted by the actions of another, contact a moderator.

Community Guidelines

The Snowmass 2021 community involves a large swath of the particle physics, astrophysics and cosmology communities. The community meetings (both in person and virtual) and slack workspace are meant to be opportunities for members of the community to engage in a dynamic exchange of ideas and conceptualize the future of our field. DPF members and associates bring different perspectives, ideas, and experiences. We are committed to making DPF events and the Snowmass process a welcoming environment for all the different voices and perspectives and maintaining a space where people are free to express themselves.

With these community guidelines, we intend to help you understand how best to collaborate in the snowmass process and what you can expect from the Ethics committee. Accountability measures are described in the companion accountability document.

Guidelines covering all DPF related interactions:

- Be welcoming and open-minded. Other community members may not have the same experience level or background as you, but that doesn't mean they don't have good ideas to contribute. We encourage you to be welcoming to new members and those just getting started.
- Communicate with empathy. Disagreements or differences of opinion are a fact of life. Being part of a community means interacting with people from a variety of backgrounds and perspectives, many of which may not be your own. If you disagree with someone, try to understand their feelings and perspective before you address them. This will promote a collegial atmosphere where people feel comfortable asking questions, participating in discussions, and making contributions.
- Respect each other. Hate speech will not be tolerated. Don't harass anyone. Treat each other with dignity and consideration in all interactions. You may wish to respond to something by disagreeing with it. That's fine. But remember to criticize ideas, not people. Avoid name-calling, ad hominem attacks, responding to a post's tone instead of its actual content, and knee-jerk contradiction. Instead, provide reasoned counter-arguments that improve the conversation.
- Recognize that intent does not equate to impact. If a colleague tells you that your words or actions have negative impacts which you did not intend, take responsibility for the impact -- try to understand your colleague's perspective before you address the issue. Educate yourself on why your words or actions had unintended consequences. Do not expect the impacted colleague to shoulder the burden of explaining it to you.
- Strive to make informal activities relating to DPF events inclusive to all who might profit from them. Try to make informal events accessible and welcoming to all. For example, organizing after hours discussions of DPF activities at a bar may not be a welcoming environment for some. Strive to include new colleagues in informal or unstructured activities, such as lunches, dinners, or coffee breaks.
- Actively work to better our community. Creating an open and inclusive community is not simply a matter of **not** engaging in bad behaviors, rather it is a process of actively engaging and welcoming all members to create a more inclusive and just community.   Intervene when you see behavior that violates our community standards. For example, you can use [these strategies on microaggression intervention from UCSC](#) to intervene when you witness a microaggression. Speak up when you hear colleagues disparaging a group of people, even if members of that group are not present. Seek opportunities for education/training

on diversity, inclusivity, reporting, and bystander intervention techniques, and encourage others to do the same. Support and implement structural changes that dismantle discriminatory practices and white supremacy and create structures to maintain accountability. APS has [training materials on ethics](#). We also recommend familiarizing yourself with the [Inclusive Astronomy Nashville Recommendations](#), particularly [these relating to establishing inclusive communities](#).

Specifics for the Slack Workspace and Working Group Meetings

The Slack workspace has moderators, whose guidelines are listed in [this document](#).

- Identify yourself. As in a personal conversation, owning your thoughts and actions is important. Therefore, upon joining the slack workspace, modify your profile to use your chosen name that makes you uniquely identifiable in the same way that a nametag at a conference would do. This need not be your birth name or legal name and you are welcome to include your pronouns. In a meeting, state your name.
- Improve the discussion. Help us make this a great place for discussion by always working to improve the discussion in some way, however small. Start discussions from a positive perspective. Keep in mind that meaning, tone, and intent can be difficult to ascertain from written communication, so try to be clear in your communication and reply to content rather than tone.
- Respect the agenda. Stick to meeting agenda items and discussion lengths so that we respect everyone's work and time. If there are topics you would like to discuss which are not included in the agenda, use the open discussion time or ask the conveners/meeting hosts to include time for these topics in a future meeting.
- Be clear and stay on topic. Communicating with people you may not have met can be awkward. On the internet it's hard to convey or read tone, and sarcasm is frequently misunderstood. Try to use clear language, and think about how it will be received by the other person.
- This applies to sharing links, as well. Any links shared in the workspace should be shared with the intent of providing relevant and appropriate information. Share mindfully, prioritizing links which are [accessible, as defined here by the Web Accessibility Initiative](#). When asking others to give you feedback or collaborate on a project, only share valuable and relevant resources to provide context.
- Keep it tidy. Make the effort to put things in the right place, so that we can spend more time discussing and less time cleaning up. So:

- ○ Don't start a topic in the wrong category.
- ○ Avoid cross-posting the same thing in multiple channels unless you are making an announcement, *e.g.*, about a meeting.
- ○ Don't divert a topic by changing it midstream. Rather than taking an existing topic in a radically different direction, start a new thread.

The "Do-Not-Do" List

Hate speech and discrimination. We do not tolerate speech that attacks a person or group of people on the basis of who they are. We expect our Community members to be respectful when discussing sensitive topics.

- Bullying and harassment. We do not tolerate bullying or harassment. This means any habitual badgering or intimidation targeted at a specific person or group of people. In general, if you are told that your actions are unwanted and you continue to engage in them, then you are bullying and/or harassing the community.
- Other conduct that violates our community standards and values. The workspace is a professional space and should be treated as such.
- Retaliatory behavior against those who report incidents is not tolerated in any form. Any reports of CP&CG violations and the information provided in those reports cannot be used against the reporter.

Community Guidelines Enforcement

The community guidelines enforcement policy is detailed in [this document](#).

What to do if you think the CP&CG have been violated?

You can either use the Slack moderator contact policy (see below) or you can contact a member of the Code of Conduct Committee. Currently, these members are:

- Kétévi Assamagan: ketevi@bnl.gov
- Jeremy Wolcott: jeremy.wolcott@tufts.edu
- Ruth Van de Water: ruthv@fnal.gov

Slack Moderator Contact Policy

Slack does not have a built-in moderator policy. Instead we have the following moderation policy. If you see a discussion that you believe is out of keeping with our community guidelines, you can either post a message to the #moderation channel asking the moderators to take a look at it. For confidential reporting, you can privately message the current moderators, whose handles will be available in a pinned post on that channel.

Acknowledgements

The core principles and guidelines were specifically inspired by the Princeton physics department code of conduct and the github community guidelines, among others. They also reflect the labor of many individuals, particularly those from marginalized groups, to educate and better the community.