



Digital Preservation Coalition



Digital Preservation Coalition

Inclusion and Diversity Policy

June 2018

Short Version

The DPC Community is guided by the values set out in the Strategic Plan and aims to be respectful, welcoming, inclusive and transparent. It encourages diversity in all its forms and is committed to being accessible to everyone who wishes to engage with the topic of digital preservation. [Communities that fully embrace these values are shown to be more effective, innovative and stronger.](#) The DPC asks all those who are part of this community and/or interacting within DPC spaces to be positive, accepting, and sensitive to the needs and feelings of others. Harassment of any member of the DPC Community will not be tolerated and appropriate steps will be taken to deal with any such issues.

Long Version

Introduction

As the DPC Community continues to grow and diversify, we acknowledge the need to clearly state the fundamental expectations of how that community will function to support and encourage all of its members. Digital Preservation is a collaborative activity and our success is best guaranteed by clearly stating and holding to our values. Communities that fully embrace values of inclusion and diversity are shown to be more effective, innovative and stronger. This document describes those expectations as well as the commitments the DPC makes to support a community that is respectful, welcoming, inclusive and transparent. The DPC expects that everyone within the DPC Community will embrace the principles set forth here. This document will be reviewed regularly, and feedback is welcomed from members.

The expectations and commitments outlined in this document are based on the DPC's Values, as established in its Strategic Plan, which are as follows:

DPC Values

In all that it does, the DPC will:

Maintain neutrality in respect to solutions, approaches, sectors and vendors.

Amplify the needs and successes of our members.

Be open to all stakeholders.

Maintain sound stewardship of our shared resources.

Respond to the needs of members in the delivery of services.

Be authoritative, current and concise in all our publications and communications

Be respectful, welcoming, inclusive and transparent in all our dealings

Members and colleagues who engage with the DPC should recognize these values in their experience of the DPC and can be asked to adopt them when working with us or interacting through us.

This document is owned by the DPC's Community Engagement and Advocacy Committee and will be reviewed annually.

Aspirations for the DPC Community

For the purpose of this document, 'the DPC' refers to the DPC as an organisation, represented by its staff members and officers of its board, council and sub-committees, and the 'DPC Community' is defined as all organisations and individuals with which it interacts. These interactions take place in a wide variety of locations and platforms referred to here as 'DPC Spaces'.

The DPC community has always sought to be friendly, open, understanding, collaborative, innovative and supportive. The DPC looks to sustain this atmosphere as the membership grows and changes, as well as actively supporting the community's continued diversification. The DPC community should be a place where people:

- Feel comfortable both physically and emotionally
- Acknowledge and celebrate the benefits of working within a diverse community
- Can share thoughts and experiences freely
- Are encouraged to participate in productive dialogues
- Listen respectfully and are open to others' ideas and opinions even if they differ from our own
- Can initiate and engage with pieces of work that will benefit themselves and the wider community

With this in mind, it is important to acknowledge and be sensitive to the wide range of life experiences, methods of expression, customs and traditions that individuals bring to the DPC community.

To support the growing DPC Community, the DPC will:

- Actively maintain its communications channels to encourage diverse engagement with its outputs/ events, particularly uplifting and amplifying work and participation from members of under-represented groups. Working with and engaging with those communities to determine the best ways support their participation
- Provide introductory sessions for all new DPC members
- Take a few moments at the beginning of every event to state the DPC values and community aspirations
- Investigate and implement measures to encourage diversity in all DPC spaces
- Provide spaces that encourage the community to be respectful, welcoming, inclusive and transparent and are sensitive to the wide range of life experiences, methods of expression, customs and traditions that individuals bring
- Clearly sign post where discussions are confidential and to what level, e.g. Chatham House Rules

To support the growing DPC community, community members will:

- Welcome and support new members of the community
- Support initiatives to encourage diversity, particularly uplifting and amplifying work and participation from members of under-represented groups. Working with and engaging with those communities to determine the best ways support their participation
- Engage in dialogues that are always friendly, open, understanding, collaborative, innovative and supportive
- Ask questions and challenge ideas, but always with positive intent
- Be sensitive to the wide range of life experiences, methods of expression, customs and traditions that individuals bring to the DPC Community
- Not make assumptions about an individual's knowledge, opinions or skills based on their profession, seniority, or any other characteristic
- Maintain confidentiality to the appropriate level where discussions have been identified as such

Improving Accessibility

Accessibility is a multi-faceted issue and requires an investment in and ongoing commitment to enabling access and participation for all community members to spaces and events offered by the DPC. This can include (but is not limited to) issues surrounding:

- Providing physical access for those with additional requirements
- Supporting good mental health
- Catering for attendee dietary requirements
- Flexibility for attendees who have other commitments such as childcare
- Support for attendees with extra requirements, such as being accompanied by an attendant
- Providing access to resources for community members who are unable to attend in person

It is important to acknowledge that those with additional accessibility requirements are the experts on their own lives and what they need. It is therefore essential to ask before attempting to provide any assistance, to be okay if they answer 'no', and to refrain from asking intrusive questions.

To help improve accessibility, the DPC will:

- Always prefer accessible venues
- Ask for accessibility requirements as part of event registrations and take appropriate steps to ensure those requirements are met
- Treat attendees with additional needs with consideration and respect, supporting their autonomy
- Capture feedback on events and take steps to ensure any issues raised are addressed
- Schedule events for times, dates and locations that encourage a broad range of participation
- Live streaming relevant events for members who are unable to attend in person and make recordings available online
- Investigate and implement additional avenues for opening up events, training and resources as appropriate
- Provide translation services if available and needed
- Work to identify and implement additional steps that may be required for any larger, multi-day events, including: first aid (for physical and mental health), quiet spaces, guidance on good mental health at conferences, support for parents/assistants/attendants

To help improve accessibility, community members will:

- Provide details of any requirements when registering for events
- Support and provide assistance to colleagues where needed but always with respect for their autonomy and personal space
- Refrain from asking intrusive or overly personal questions
- Draw to the DPC's attention, using appropriate means, any further steps/improvements that the organisation can take to improve accessibility.

Supporting Inclusion and Safety

The DPC is dedicated to providing a comfortable, safe and inclusive experience for everyone, taking into consideration each individual's **personal**, **professional** and **technological characteristics**. DPC spaces should be positive, inclusive and harassment-free, providing all community members with an experience where they may learn, network, and enjoy the company of colleagues in an environment of mutual human respect.

The DPC recognises that negative behaviours can range from the subtle to the overt and encourages the community to support each other in acknowledging and discouraging such behaviour. Awareness and empathy is essential at all times, especially when encountering subtler **microaggressions** as the individual may not realise their behaviour could be viewed negatively. If pointing out a microaggression it is essential to focus on the comment or action and not make the issue personal.

Any form of focused negative attention or pestering of an individual or group will not be tolerated in DPC spaces. This includes actions such as (but is not limited to) confrontational questioning in a Q&A session, aggressive selling of products, taking unwanted photos without permission, online harassment, or purposefully ignoring or insulting another community member and their contributions. If you feel uncomfortable in a situation or observe someone else being mistreated, or have any other concerns, please contact a member of DPC staff immediately. DPC staff will be highlighted at the beginning of each event. DPC staff will be happy to help as is appropriate to the situation and according to documented procedures. All session leaders/chairs will also be trained in how to deal with such issues. The DPC respects the rights of any individual reporting negative interactions who requests anonymity. Actions of this sort may result in the perpetrator's exclusion from a session, event or space, and in more serious cases a ban from future events/DPC spaces and escalation to their employer.

Harassment is a term defined in law so that it is 'an offence for a person to pursue a course of action which amounts to harassment of another individual, and that they know or ought to know amounts to harassment. Under this act the definition of harassment is behaviour which causes alarm or distress.' The DPC does not tolerate harassment of DPC community members in any form and any issues should be reported to DPC staff immediately. DPC staff will be happy to help participants contact hotel/venue security or local law enforcement, provide escorts, seek medical attention and otherwise assist those experiencing harassment to feel safe for the duration of the event. Actions of this sort will result in the perpetrator's exclusion from a session, event or space, a suspension from DPC spaces, escalation to their employer and/or the reporting of the issue to local law enforcement. Upon the completion of any legal or quasi-legal proceedings, a ban from future events/DPC spaces may be issued.

To support inclusion and safety, the DPC will:

- Always work constructively with any community member who feels they have been excluded to address why this has happened and never negate their experience by explaining 'why they haven't been excluded'
- Make sure support for the victim of negative attention or harassment is always the first priority
- Implement robust procedures for handling negative interactions and harassment
- Train DPC staff in how to deal with negative interactions and harassment, including when to escalate an issue to involve employers, medical care, and/or law enforcement
- Train session leaders, panel chairs and/or other event volunteers on how to encourage inclusion and manage negative interactions
- Ensure all issues are dealt with in an efficient, sympathetic and confidential manner

To support inclusion and safety, community members will:

- Refrain from engaging in any form of harassment as defined above within any DPC space
- Report issues of negative interaction or harassment to DPC Staff
- Support fellow community members by standing up to microaggressions in a polite and constructive manner
- Respect the anonymity and space of victims of negative interactions or harassment and those who have reported/been involved in an incident

Glossary

DPC Community – all organisations and individuals with which the DPC interacts. This includes (but is not limited to) DPC Staff, Board, Sub-Committees, Representative Council, members, Commercial Supporters, Allied Organisations, sponsors, event attendees and website users.

DPC Spaces – the wide variety of locations and platforms where DPC Community interactions occur. This includes (but is not limited to) meetings, events, webinars, social media channels, and the DPC website.

Microaggressions - Microaggressions are the everyday verbal, nonverbal, and environmental slights, snubs, or insults, whether intentional or unintentional, which communicate hostile, derogatory, or negative messages to target persons based solely upon their marginalized group membership. In many cases, these hidden messages may invalidate the group identity or experiential reality of target persons, demean them on a personal or group level, communicate they are lesser human beings, suggest they do not belong with the majority group, threaten and intimidate, or relegate them to inferior status and treatment. (Definition from [Psychology Today](#))

Personal Characteristics – any characteristics relating to an individual’s identity, physical being, personal history or beliefs, particularly those protected by law. These may include (but are not limited to): gender, gender identity and expression, age, sexual orientation, disability, physical appearance, body size, race, ethnicity, religion (or lack thereof) and financial circumstances.

Professional Characteristics – any characteristics relating to an individual’s profession, career, knowledge, skills and seniority. As an example, it is should not be assumed that a question from an established professional during a Q&A session will have more validity than an early-years professional/unknown member of the audience, and so should be prioritised.

Technological Characteristics – any characteristics relating to choice or operation of technology. As an example, no assumptions should be made about an individual due to their choice of a particular brand of laptop or the choice to use a proprietary software solution over an open-source alternative.

Resources

Allied Media Conference Policies on 'Accessibility, Childcare, and Safety' and 'How we share space at the AMC' - <https://www.alliedmedia.org/amc/accessibility> and <https://www.alliedmedia.org/amc/agreements>

'A Code of Conduct Is Not Enough' by Maggie Zhou, Alex Clemmer and Lindsey Kuper in *Model View Culture* - <https://modelviewculture.com/pieces/a-code-of-conduct-is-not-enough>

Codes of Conduct 101 by Ashe Dryden - <https://www.ashedryden.com/blog/codes-of-conduct-101-faq>

'Collaborating Across Communities: Leveraging Our Strengths for Sustainable Programs and Services' – IDCC Keynote Presentation by Nancy McGovern - http://www.dcc.ac.uk/sites/default/files/documents/IDCC18/PresentationsIDCC18/NMcGovern_IDCC2018.pdf

Conference Code of Conduct - <http://confcodeofconduct.com/>

Geek Feminism Wiki: Conference anti-harassment policy - http://geekfeminism.wikia.com/wiki/Conference_anti-harassment/Policy

IASSIST Conference Code of Conduct - <http://www.iassistdata.org/conferences/conference-code-of-conduct>

PASIG Code of Conduct - <https://pasigoxford.org/code-of-conduct/>

Recurse Center Manual - <https://www.recurse.com/manual>

Why Women Talk Less - <https://debuk.wordpress.com/2015/05/23/why-women-talk-less/>