

Lattice Diversity and Inclusion Committee (LDIC)

Code of conduct and incident response – 22nd of July 2024

This document explains the action of the LDIC in academic events. It contains:

- LDIC membership and contact details
- The LDIC Code of Conduct
- The LDIC Incident Response Workflow
- A template for the Incident Report Form

If you have any questions about the content of this document, please contact any member of the Committee. Additional information about the LDIC's action can be found at <https://latticediversity.github.io/about/>.

Current LDIC membership

- **Antonin Portelli** (he/him, deputy chair) – The University of Edinburgh, UK
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- **Bipasha Chakraborty** (she/her, chair) – University of Southampton, UK
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- **Fernando Romero-López** (he/him) – MIT, USA
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- **Finn M. Stokes** (they/them) – The University of Adelaide, Australia
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- **Indrakshi Raychowdhury** (she/her) – BITS Pilani, India
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- **Martha Constantinou** (she/her) – Temple University, USA
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- **Nilmani Mathur** (he/him) – TIFR, India
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- **Sofie Martins** (she/her) – University of Southern Denmark, Denmark
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- **Tereza Mendes** (she/her) – University of São Paulo, Brazil
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LDIC Code of Conduct

The organizers are committed to making this conference productive and enjoyable for everyone. Creating a supportive professional environment where open and frank discussion of ideas can take place, where everyone is treated with courtesy and respect, and in which diversity and inclusion are valued is the responsibility of all the participants. We will not tolerate harassment of attendees or others involved in the conference in any form. For the entire duration of the lattice conference and in other professional interactions with colleagues you agree to follow these guidelines:

- Behave professionally in personal interactions at the conference venue, excursion, banquet, and all other conference events as well as in any other form of communication including social media and in online conference environments. Harassment and sexist, racist, or exclusionary comments or jokes are not appropriate. Harassment includes sustained disruption of talks or other events, inappropriate physical contact, sexual attention or innuendo, deliberate intimidation, stalking, and photography or recording of an individual without consent. It also includes, but is not limited to, offensive comments related to gender identity, sexual orientation, disability, physical appearance, body size, race, nationality, or the religion or non-religion of participants.
- Be kind to others. Do not insult or put down attendees or other individuals associated with the conference. Scientific discussion and criticism is vital and should be conducted in this spirit.
- All communication should be appropriate for a professional audience including people of many different backgrounds.
- If participants wish to record online talks or share photos of a speaker on social media, we strongly recommend that they first obtain the speaker's permission. Participants may share the contents of talks/slides via social media unless speakers have asked that specific details/slides should not be shared.

Should a participant be asked to stop any inappropriate behavior, they are expected to comply immediately. In serious cases, they may be asked to leave the conference at the sole discretion of the organizers without a refund of the conference fee. They may also be banned from participation at future conferences.

Should a participant witness events of bullying, harassment or aggression, we recommend that they approach the affected person and show support. The witness may also suggest that the inappropriate behavior be reported and offer to facilitate that reporting if requested.

Participants can report any violation of these guidelines to any member of the Lattice Diversity and Inclusion Committee or to the conference co-chairs. Such reports will be treated confidentially.

Thank you for helping to make the Lattice Field Theory community welcoming to all.

Acknowledgements: This code of conduct was adapted from the London Code of Conduct (by A. Pontzen and H. Peiris), which was derived from original Creative Commons documents by PyCon and Geek Feminism. It is released under a CC-Zero licence for reuse. To help track people's improvements and best practice, please retain this acknowledgement, and log your re-use or modification of this policy at https://github.com/apontzen/london_cc.

Incident report submission procedure and LDIC Incident Response Workflow:

If a participant in a given event (conference, workshop, ...) believes that they have experienced an incident that violates the LDIC Code of Conduct, they can communicate this to any LDIC member. For any further action from LDIC, the incident needs to be reported to the LDIC (to any member; emails given above) via the Incident Report Form (attached at the end of this document). The report will then be processed according to the workflow below.

The LDIC will, as much as possible, coordinate with the LOC of a given event. However, the LDIC is an independent advisory entity, and participants should not hesitate to report incidents if they feel it is justified, even when there is no visible, active coordination between the LOC and the LDIC.

1. Report

An Incident Report Form must be filled by the reporting party or a member of the LDIC, with the considerations below:

- a. The reporting party might have warned the LDIC differently than filling out the form. If appropriate, the LDIC contact can assist the reporting party in filling out the form.
- b. The reporting party decides the level of anonymity of the report. They can determine that only a specific point of contact or specific points of contact in the LDIC can access the full report. If this occurs, the LDIC point(s) of contact should agree with the reporting party on an appropriately redacted version to circulate to the Committee. The reporting party does not have to justify why they want the report redacted.
- c. The report is submitted to the LDIC chair, and the reporting party can and should specify if they believe that LDIC or LOC members are conflicted with the report. If the LDIC chair is considered to be conflicted, the deputy chair will manage the report. If the deputy chair or more than 50% of the LDIC is considered to be conflicted, the LDIC will propose to the reporting party to escalate directly with the LOC.
- d. The LDIC always guarantees the reporting party's anonymity. Personally Identifiable Information about the reporting party will only be communicated with their explicit consent and exclusively on a need-to-know basis.

2. Evaluate

The potentially redacted Incident Report Form is circulated to the LDIC mailing list by the LDIC chair, excluding conflicted members. It should specify the level of emergency, severity and response time required. Based on the report, the LDIC Chair proposes a response to be approved through a majority vote by the Committee and calls an LDIC incident response meeting to conduct the poll. Voting can also happen by email, depending on the situation, but it is essential to ensure that an appropriate quorum of the LDIC is aware of the incident. The LDIC point of contact acts as an advocate for the reporting party, i.e. their role is to support the reporting party's claim. They are considered conflicted and are excluded from voting for the LDIC response.

3. Respond

The Committee requires at least 50% of members to be present at the vote. Potential responses can include (but not exclusively)

- a. A private message to any offending party requesting them to cease any offensive behaviour immediately, with the understanding that further actions will be taken if this request is not respected. The LDIC agrees with the message body. Verbal or private communications regarding the incident between individual LDIC members and the offending party must be avoided.
- b. *(with the explicit consent of the reporting party)* A notice to the event LOC that an incident was reported to the LDIC. The Committee decides the amount of information disclosed, respecting the level of confidentiality requested by the reporting party.
- c. *(with the explicit consent of the reporting party)* A recommendation to the event LOC to exclude the offending party from the event immediately.
- d. A recommendation to the reporting party to contact the relevant law enforcement agencies as soon as possible. The LDIC can assist in finding out points of contact and providing support if appropriate.
- e. A notice to the reporting party that the LDIC decided not to respond to the incident. For confidentiality purposes, the LDIC has no obligation to disclose why they are adopting this position.

4. Assess

After the incident response, the Committee encrypts the report and archives it. The report will be archived for a period of 10 years, after which it is destroyed. The report can exclusively be accessed by current LDIC members, and they are strictly forbidden to keep copies of it. A reporting party can request at any moment for a report they submitted in the past to be immediately destroyed. The purpose of archiving the report includes:

- a. Monitoring patterns justifying escalation, e.g., multiple reports submitted against the same offending party.
- b. Providing cases for the Committee to improve the way they operate.
- c. Identifying trends regarding EDI issues in the lattice community.

Incident Report Form

Name of reporting participant:

Name of LDIC point of contact (PoC):

Involved participants:

Date and time of incident:

Description of the incident:

Severity and requested response time:

Other parties aware of the incident (law enforcement, LOC, ...):

- The reporting participant is aware of the LDIC Incident Response Workflow
- The reporting participant was consulted on potential redaction of this report

Signatures

LDIC PoC

Reporting participant