

Ada's Team Code of Conduct

- Respect everyone's physical boundaries. Do not engage in inappropriate or unwanted physical contact. Be sensitive to other people's personal space, including dance floor space and physical proximity.
- Respect everyone's personal and emotional boundaries. Everyone has their own baggage and things happening in their life that you may not be aware of. Avoid highly charged and sensitive topics as you get to know people in the scene; like in any social situation, save those topics for when you know a person better. Also, do not make unwanted advances and be attentive to how an individual is responding to you, including their body language.
- Respect human rights. We welcome all students regardless of gender/gender identity, race, ethnicity, sexual orientation, disability, physical appearance, religion, and so on.
- Be welcoming! You might have a core group of friends and it's absolutely fine to enjoy them! But do your best to talk with and be kind and welcoming to everyone. Snobbery, cliques, and intentional social exclusion are toxic to the community.
- Be ok with people saying no. If you ask someone something and they say no or are uncomfortable with answering, accept their decision and move on. No one is obliged to talk with you. If someone doesn't give you an answer, walks away, or in any other way does not consent to a converse or some other proposed activity, respect that too.
- You can say no. If someone asks you something and you don't want to answer, say "I'm not comfortable with this conversation" and leave it at that. If someone is conversing with you and you're excited about it, express that, let them know. Nothing is better than enthusiastic consent. If someone is refusing to take no for an answer, do not hesitate to find a tutor, room sitter, or exec and report it.
- Do not bring or consume alcohol or illicit substances at Ada's Team events or in Ada's Base. Ada's Team always holds dry events so the use of alcohol, cannabis, or illicit substances at an event is not tolerated.

Harassment Policy

What counts as sexual harassment?

The Alberta Human Rights Commission defines sexual harassment as including:

- Unwelcome staring, comments, or teasing.
- Questions or conversations about sexual activities.
- Offensive humour or language related to gender.
- Displaying or showing suggestive material.
- Unwanted sexual requests or demands.
- Unwanted physical contact or closeness such as patting, pinching, rubbing, leaning over or standing too close.
- Physical assault.

What counts as personal harassment?

The Canadian Human Rights Commission defines personal harassment as including:

- Verbal abuse or threats.
- Unwelcome remarks, jokes or innuendoes or taunting about a person's body, attire, age, marital status, ethnic or national origin, religion, etc.
- Displaying pornographic, racist or other offensive or derogatory pictures.
- Practical jokes which cause awkwardness or embarrassment.
- Unwelcome invitations or requests, whether indirect or explicit, or intimidation leering or other gestures.
- Condescension or paternalism which undermines self-respect.
- Unnecessary physical contact such as touching, patting or pinching, or punching.
- Physical assault.

How does this relate to Ada's Team?

- Harassment is unwanted or unwelcome behaviour (sexual or otherwise) which makes a person feel offended, humiliated, or intimidated.
- Sexual harassment is not interaction, flirtation, or friendship which is mutual or consensual.
- In Alberta, it is your right to work and go to school in an environment free of sexual stress:
 - This means it's ILLEGAL to sexually harass other students, volunteers, guests, or presenters
- We have a legal and moral obligation to actively prevent sexual harassment.
- We WILL act immediately on your reports or complaints, and we will warn offenders.
- We will also document and keep complaints on file to watch for patterns or repeat offenses. Reports are strictly confidential and available only to authorized staff or law enforcement (if required).
- Sexual harassment can be obvious or indirect, physical or verbal, repeated or one-off, and perpetrated by anyone against people of any sex.
- If you aren't sure, if you think something's creepy or makes you feel uncomfortable and you want a second opinion, if you see something and you've got a hunch: ASK for advice. Any of the Ada's Team Executives are willing to lend a helping hand or just listen if you need it.

How do I avoid harassing someone?

- Ask for verbal consent for things.
- Even if you've been given consent before, ask every time, and use your words.
- Be ok with people saying no. Everyone has the right to say "No." Saying nothing is the same as saying "No."
- Aim for enthusiastic, unambiguous consent.
- If someone says "stop!" - you must stop immediately.
- Be careful of how you interact with people
 - Do not touch their 'private' zones.
 - Take all care to avoid hurting them.
 - Be aware of your own body and how you are presenting yourself.
- Don't act or treat any person or group as better or worse than anyone else. Don't make jokes about how one group is better or worse than another group. We're all different, and we all deserve respect. We're all here to have a great time, get to know awesome people, and provide those who need it with support; don't rain on anyone's parade.
- If you aren't sure if your behavior is harassing someone or making them uncomfortable: stop, ask, and apologize if it is. Don't do it again.
- Gendered Language Use Policy
 - If any individual requests that a specific gender or non-gendered language be used when referring to them, it is mandatory that you as a member of Ada's Team respect this request. If you make a mistake and use the incorrect pronoun or term, apologize, and try again.
 - As a policy, all Ada's Team executive are expected to avoid specifying gender when referring to any role in a general. Use of gendered pronouns are allowed when referring to a specific individual, as long as the gender is consistent with how that individual identifies - and it is strongly encouraged to avoid this and simply use the individual's name.
- Enforcement and Reporting Policy.
 - Anyone found to be in breach of Ada's Team Code of Conduct or any other element of the Safe Space Policy is subject to immediate enforcement action. These actions are to be enforced by a Safe Space Advocate, or barring their availability, any Ada's Team Executive. All issues brought forward and any related enforcement action or resolution is to be documented by the Ada's Team representative handling the issue and is to be reviewed by and filed by a Safe Space Advocate. These reports will also be summarized and reported by a Safe Space Advocate to Ada's Team executives, event organizers, and any affiliated organizations that comply with this or an equivalent Safe Space Policy.

Incident reports will include:

- The date, location, and if applicable event of the incident.
- The name of the official representative preparing the report.
- Any other Ada's Team representatives involved in handling the incident.
- Description of the incident.
- Names of any individual or individuals involved in perpetuating the incident.
- Names of reporters and victims are to be kept strictly confidential.
- Enforcement actions taken.
- Any time periods applicable to the enforcement are to be clearly included so that these actions can continue to be enforced.

Enforcement actions can include:

- Verbal warning
- Immediate removal from Ada's Base or an Ada's Team Event
- Suspension from future activity in Ada's Base and/or Ada's Team Events
- Contacting law enforcement or relevant University of Alberta Authorities

Roles and Responsibilities

- Every guest, student, attendee, teacher, volunteer, representative, partner, or executive of Ada's Team is responsible for and must comply with the Code of Conduct. Any executive, or volunteer is empowered to enforce the Code of Conduct. Guests and attendees, if they feel safe to do so, are encouraged to speak out against harassment and unsafe behavior, and we ask that they report any incidents they witness to an organizer.
- Tutors should also make sure they are providing a welcoming learning environment for the students they are helping. They should help students understand the course work and work through problems with the student. A tutor is not there to complete an assignment for a student, but rather help a student understand the foundations and guide students so they can finish their work on their own.
- Room sitters who are holding office hours are there to provide a welcoming and space for anyone. They are responsible for making sure people are aware of their actions and language while in Ada's Base.
- Any tutors and room sitters will also be acting as a Safe Spaces Advocate while they are hosting their tutoring or office hours.

Safe Spaces Advocate

A Safe Space Advocate (SSA) is responsible for ensuring that the Code of Conduct and Safe Space Policy is being enforced, for maintaining all Safe Space record keeping, and for reporting relevant Safe Space information to Safe Space Advocates, event organizers, and affiliate organizations in a timely manner. It is also the duty of an SSA to maintain an awareness of past incidents to identify areas where the organization can improve activities or policy related to Safe Spaces, and to identify repeat offenders and determine additional enforcement actions for those offenders. An SSA can and will additionally take on all the roles and responsibilities of a Safe Space Advocate.

When informed of or observing an incident, the SSA is to act immediately:

- Take any immediate actions to ensure the safety of themselves and guests.
- Ensure that any victims are safe and separated from any perpetrators.
- If required or requested, seek medical attention, family, friends, or law enforcement for the victim.
- The SSA is to separate and speak with any perpetrators, and then take enforcement actions by the SSA's discretion.
- If available, Ada's Team executives can also be brought in to help with enforcement actions.
- The SSA must also consider their own safety and contact law enforcement if required.
- Take any additional required actions to ensure the safety of all guests.
- Document the incident per the Reporting Policy and provide the report to Ada's Team executives as soon as possible.

Tutoring

Free tutoring is an essential service that Ada's Team provides for students. However to ensure a safe space for tutors and those being tutored, tutors must be responsible for:

- Acting as an SSA during their tutoring shift.
- Ensuring that they are helping students to the best of their abilities. However, this does not include solving assignments for the students that you are helping.
- If unable to make scheduled tutoring hours, they will alert Ada's Team Executives such that the schedule can be updated as soon as possible.
- Abide by all the conditions laid out in the Tutoring Volunteer Contract

As a student being tutored, the student must:

- Remember that tutoring is a volunteer effort, and as such is a privilege not a right. This also means that students must respect sudden changes to the tutoring schedule without notice.
- Respect the tutoring hours that are posted.
- Not come into tutoring hours looking for someone to do their assignment for them.
- Note that if their TA is available or there is a lab for their class, that they should first be asking their TA for the needed help.
- When there are multiple people looking for tutoring help, students must:
 - Wait in line until a tutor becomes available to answer their question.
 - Ask one question at a time, after which the student can get back into line to ask another.
- Treat tutors with the respect and dignity that they deserve.
- Act in accordance to this Code of Conduct.
- If a student does not respect these rules, the student may be asked to leave tutoring hours at the discretion of the tutor or anyone currently volunteering in Ada's Base.

Room Sitting

Having Ada's Base open is a vital part of providing a welcoming and safe space, which is one of the most important goals of Ada's Team and Room Sitters. While acting as a Room Sitter, students are responsible for:

- Acting as an SSA during their office hours.
- Ensuring that Ada's Base is a safe and welcoming place.
- If unable to make scheduled office hours, they will alert Ada's Team Executives such that the schedule can be updated as soon as possible.
- Abide by all the conditions laid out in the Room Sitter Volunteer Contract.