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Reporting Guidelines

If you believe someone is violating the code of conduct we ask that you report it to the Open Source Bridge response team by emailing safety@opensourcebridge.org.

All reports will be kept confidential. In some cases we may determine that a public statement will need to be made. If that's the case, the identities of all victims and reporters will remain confidential unless those individuals instruct us otherwise.

If you believe anyone is in direct physical danger, please notify appropriate emergency services first. If you are unsure what service to contact, find a conference volunteer or staff member and we will assist.

In your report please include:

- Your contact info for follow-up contact.
- Names (legal, nicknames, or pseudonyms) of any individuals involved.
 - If there were other witnesses besides you, please try to include them as well.
- When and where the incident occurred. Be as specific as possible.
- Your account of what occurred.
 - If there is a publicly available record (e.g. a mailing list archive or a public IRC logger) please include a link.
- Any additional context you believe existed for the incident.
- Whether you believe this incident is ongoing.
- Any other information you believe we should have.

What happens after you file a report?

You will receive an email from the Open Source Bridge incident response team acknowledging receipt as soon as possible, but within 24 hours.

The response team will immediately meet to review the incident and determine:

- What happened.
- Whether this event constitutes a code of conduct violation.
- What kind of response is appropriate.

If this is determined to be an ongoing incident or a threat to physical safety, the team's immediate priority will be to protect everyone involved. This means we may delay an "official" response until we believe that the situation has ended and that everyone is physically safe.

Once the response team has a complete account of the events they will make a decision as to how to respond. Responses may include:

- Nothing (if we determine no code of conduct violation occurred).
- A private reprimand from the working group to the individual(s) involved.
- A public reprimand.
- An imposed vacation (i.e. asking someone to "take a week off" from a mailing list or IRC).
- A temporary or permanent ban from some or all Open Source Bridge spaces
 - events, meetings, mailing lists, IRC, etc.

- A request to engage in mediation and/or an accountability plan.

We'll respond within one week to the person who filed the report with either a resolution or an explanation of why the situation is not yet resolved. If possible, we'll reply to the reporter before the end of the conference.

Once we've determined our final action, we'll contact the original reporter to let them know what action we'll be taking. We'll take into account feedback from the reporter, but our response will be determined by what will be best for community safety.

Finally, the response team will make a report on the situation to the Stumptown Syndicate board. The board may choose to issue a public report of the incident or take additional actions.

Appealing the Response

Only a permanent resolution (such as a ban) may be appealed. To appeal a decision of the working group, contact the Stumptown Syndicate Board at board@stumptownsyndicate.org and the Syndicate board will review the case.

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