

# IGNITE Network+ Code of Conduct

This code of conduct is our main reference for all IGNITE network+ behaviour and outlines standards of respectful and professional conduct, privacy requests, and reporting mechanisms. We expect Network+ members and contributors to adhere to these standards.

## 1. Inclusion and diversity

- 1.1. The IGNITE Network+ is centred around Equality, Diversity and Inclusivity (EDI), and EDI principles will be embedded in everything that we do.
- 1.2. We aim to use inclusive language that encourages everyone, regardless of their background and status, to participate in the group equally. This means that we consider how language could be interpreted by others, especially those from minoritised and underrepresented groups. Members are encouraged to consider using gender neutral language, whenever appropriate. Please reach out to other members if you are unsure whether the language you are using is appropriate.
- 1.3. Inclusion is a key part of our mission, and we try to be inclusive towards all members, with an emphasis on protected characteristics as defined by the Equality Act 2010. We recognise the importance of upholding marginalised people's safety over privileged people's comfort.
- 1.4. If speaking on behalf of the network, members should be careful when engaging with controversial issues. We should avoid providing a platform for individual viewpoints that counter our core mission.

## 2. Confidentiality

- 2.1 Discussion within the membership, including on email, social media (LinkedIn) and MS Teams (if appropriate), is assumed to be confidential. Permission to break confidentiality must be explicitly granted, but members should be mindful that online communications can be inadvertently be made public. It may be sensible to anonymise identifying information.
- 2.2 Public resources (e.g. websites, reports, articles, blogs) may be posted on the website; please contact the [Programme Manager](#) to include them.

## 3. Bullying and Harassment

- 3.1 This group is a bullying and harassment-free space. We do not tolerate bullying or harassment by and/or of members of our group in any form, and the following principles should be upheld:
  - a. All communication should be appropriate and be considerate of people from different backgrounds. This includes recognising that some experiences may be different to your own and it is important to acknowledge and listen to the experiences of all members.
  - b. Be kind to others, and do not insult or put down other group members even when disagreeing.
  - c. Exclusionary jokes are not appropriate in any form.
  - d. Do not deliberately misgender or use former or rejected names. If comfortable, members might consider adding pronouns to meeting name displays and/or clarify their pronouns or pronoun use.
- 3.2 Bullying and/or Harassment includes: offensive comments (either verbal or via online communications); deliberate intimidation, stalking, following, harassing, photography or recording; sustained disruption of discussions; inappropriate physical contact; unwelcome

sexual attention. These can be related to protected characteristics and/or additional characteristics.

- 3.3 Members are individually responsible for considering the impact of their communication on others. Network members are not responsible for policing each other.
- 3.4 The *Director*, or an appropriate deputy (such as the *Co-Directors*), will discuss the code of conduct with individual members who violate these rules. If the code of conduct continues to be breached, a working group will consider the best course of action, which may include expulsion.
- 3.5 If a member sees someone being discriminated against, they are encouraged to support the person in the moment, not later. Interventions should be encouraged even if the target community is not present. By demonstrating that Network members don't find it appropriate we can help to change culture.
- 3.6 To report a breach of the Code of Conduct (including harassment), please [see section 10](#) below.

#### 4. Membership Roles

- 4.1 We have [full and associate members](#); some of our members may be in leadership roles.
- 4.2 All members agree to this Code of Conduct.
- 4.3 Members may resign by sending an email to [ignitenetplus@strath.ac.uk](mailto:ignitenetplus@strath.ac.uk) stating clearly that they would like to resign.
- 4.4 The governance structure of IGNITE Network+ [MG and AB] is maintained as a public document on the [network web-site](#).

#### 5. Website

- 6.1 We operate the website <https://www.ignitenetplus.ac.uk>. Use of the account is coordinated by the *Programme Manager*, who takes editorial control of website content. The look and feel of the website may evolve and change over time.
- 6.2 The website is operated to:
  - a. Support and advertise our mission and vision.
  - b. Provide an online "home" for the core activities of the network (supplementing our mailing list, and social media presences).
  - c. Archive our activities, including media work and campaigns.
  - d. Provide a contact point: "ignitenetplus@strath.ac.uk".

#### 6. Social Media

- 5.1 We operate a Twitter account [@IGNITEnetplus](#), a [LinkedIn page](#) and an unlisted closed LinkedIn Group for full members networking.

Broadly, these accounts exist to:

- a. Share activities of the network and its members that reflect the vision and aims of IGNITE.
  - b. Promote change in the energy research community related to the vision and aims of IGNITE.
  - c. Cultivate supportive networks of individuals in furthering the vision and aims of IGNITE.
- 5.2 Please be aware that tweets may be "quote tweeted" out of context. If this happens, please ask for support from MG members. It may be in our interest to apologise, clarify, and retract statements from time to time. A retraction should be posted as a comment to a problematic tweet.

## 7. Mail List

- 7.1 We maintain a maillist via mailchimp, managed by the *Programme Manager*. The maillist is intended as a low volume channel for circulating newsletters, and information about initiatives to reach members and supporters beyond our Social media presence.
- 7.2 In all communication, we aim to use gender neutral and inclusive language.

## 8. Authorship

- 1.4 The network may be called to write evidence, letters or documents to further our vision and aims. Authorship should be considered to balance promoting IGNITE as a network while supporting individuals who take the lead on particular activities.
- 1.5 If you take lead authorship of a document but have support from the network, please be clear from the outset in how you wish to share credit.
- 1.6 If you are supporting a document, please be aware that you may not gain individual credit (e.g. being a named signatory) due to editorial constraints.
- 1.7 There will be opportunities for letters to be co-signed by supporters and members. Calls for co-signatories will normally be handled through an email to the maillist and tweets from the Twitter account. Document writing by members will be supported through discussions in MS Teams/ via email.

## 9. Meetings

- 9.1. Proactive efforts should be made to make meeting accessible (regardless of whether disabilities are visible or invisible) and inclusive.

## 10. Reporting mechanisms

**If you see something inappropriate happening, a gentle reminder about the Code of Conduct is a productive response.** If you believe a situation requires further intervention, you should report a breach of the Code of Conduct (including harassment), to the *Director*. All communication will be treated as confidential. If you do not feel comfortable contacting the *Director*, you may contact one of the *Co-Directors*, the *Programme Manager* or one of the other members of the *Management Group* or if more appropriate the *Chair of Advisory Board* (who is independent of the Management Group), indicating that you would like this to be treated in confidence. If you are a member of the Management Group who is approached by someone requesting assistance or to help resolve an issue, please provide support. If the approached network management group member does not feel comfortable or able to assist, please discuss possible options with the requester before approaching another management group member.

## 11. Sanctions

When someone is asked to stop any behaviour that makes others uncomfortable, they are expected to comply immediately. In response to inappropriate behaviour (e.g. sexual content, rudeness, unprofessional) the MG may take any action they deem appropriate, including warning the person in question, removing them from a mailing list or asking them to leave the network.

Specific actions may include but are not limited to:

- asking the person to cease the inappropriate behaviour, and warning them that any further reports will result in other sanctions
- requiring that the person avoid any interaction with, and physical proximity to, another person for the remainder of the event/activity
- early termination of a talk that violates the policy
- not publishing the video or slides of a talk that violates the policy
- not allowing a speaker who violated the policy to give (further) talks at the event
- immediately ending any responsibilities or privileges held
- requiring that the person immediately leave the network and not return
- blocking the person on social media platforms (for a defined time period)
- banning the person from participating in the network and removing their membership (for a defined time period)
- publishing an anonymous account of the harassment
- reporting the incident to the person's employer

Any action(s) which violate the law will be passed over to the appropriate authorities.

## 12. Changes to the Code of Conduct

Any changes to the Code of Conduct need to be agreed by vote called by a member of the Management Group or Advisory Board. Other members can recommend changes by contacting the Programme Manager. We will provide a two week notice period for each vote. Changes will need to be agreed by >50% of the voting members.