

# Europeana Network Association Code of Conduct

## Introduction

Europeana transforms the world with culture. It builds on Europe's rich cultural heritage and make it easier for people to use it for work, for learning, or for fun. Its work contributes to an open, knowledgeable and creative society.

The Europeana Network Association is the community that shapes Europeana. We believe in creative collaboration and teamwork. We are committed to making, sharing, promoting and repurposing Europe's digital cultural heritage. To achieve this, we:

- use our individual expertise to encourage innovation and foster cross-border and cross-domain collaboration between people from cultural heritage, creative, technology, education and research areas;
- develop, validate and implement the standards and frameworks that improve access and discovery;
- participate in Europeana governance and strategy;
- promote Europeana's activities within our professional networks.

## Community Norms & Etiquette

The Code of Conduct of the [Europeana Network Association](#) (ENA) covers our behavior as members of the network in any forum, be it face-to-face or on the web. The ENA is a democratic community dedicated to good practice in the world of digital cultural heritage, and is therefore committed to openness, transparency and good manners in all interactions and activities. To reflect these commitments, we agree to operate under the following community norms:

- **We are considerate.** We value the diverse perspectives, histories of involvement and levels of expertise of all ENA stakeholders and strive to keep all in mind when making decisions.
- **We are respectful.** ENA participants are expected to help create safe, respectful environments where thoughtful discussion and problem-solving can take place.
- **We are inclusive.** As an international community, we are sensitive to different social and cultural norms, and we strive to conduct ourselves, online and in person, in ways that are unlikely to cause offense.

- **We are collaborative.** When someone makes a contribution, helps us with a problem, or otherwise goes out of their way to make our work easier, we thank them individually and provide opportunities in the ENA communication channels for recognition and thanks.
- **We are respectful of each other's time.** We make an effort to look for existing resources and work through issues on our own before we take them to the community for help, and when we get help, we try to give back as well.
- **When we are unsure, we ask for help.** Questions add to the community's base of knowledge and ability to communicate effectively. Questions will always be treated respectfully.
- **When we disagree, we consult others and explore perspectives through discussion and healthy debate.** It is important that we resolve disagreements and differing views constructively and with the help of the community and community processes. In a disagreement, the focus remains on the topic, without making personal comments about the people involved. The [ENA Members Council](#), [ENA community coordinators](#), or dedicated [staff at the Europeana Foundation](#) can all be consulted on the proper direction to resolve a given conflict.
- **We notice, call attention to, and help resolve potential problems.** Community members should feel empowered to be Active Bystanders to call out bad behavior and step in to help resolve issues without waiting to escalate to a higher power. Such resolutions should be reported to the ENA confidentiality person (see the 'Reporting Guidelines' section below).

## Anti-Harassment

The ENA community is dedicated to providing a harassment-free collaboration experience for everyone regardless of gender, sexual orientation, disability, physical appearance, body size, ethnicity, language, religion, faith, political views or anything else. We do not tolerate harassment of community participants in any form.

As this document outlines, participants in the ENA community seek to foster a positive, inclusive and supportive environment. We pride ourselves on building a productive, and flexible community that can welcome new ideas in a complex field and foster collaboration between groups that ultimately share the same needs, interests, and goals. Individuals who violate these guidelines will be notified and asked to change their behavior. Repeated violations may result in loss of membership in project groups, revocation of special access to project resources, and/or loss of access to project communication channels (e.g. Basecamp, Community mailing lists and others). Repeat offenders may be asked to stop participating in the project or directed to filter their participation through another member of their institution.

If a participant engages in harassing behavior, the community chairs may take appropriate action, such as warning the offender, or immediate expulsion from the event or

communication channel. Participants asked, by anyone, to stop any harassing behavior are expected to comply immediately.

## Reporting Guidelines

If you are being harassed, notice that someone else is being harassed, or have any other concerns, please contact a chair of the respective community immediately. If you believe anyone is in physical danger, please notify appropriate law enforcement first. If you are unsure what law enforcement agency is appropriate, please include this in your report and we will attempt to notify them.

The person in charge of the ENA Secretariat is appointed as the Code of Conduct confidentiality person and can be [contacted directly](#) at any point. The confidentiality person will facilitate a resolution of the issue as needed on a case by case basis.

## Acknowledgements

The Europeana Network Association Code of Conduct has been modeled on the Code of Conduct policy from IIF, which in turn was modeled on the Islandora, Samvera, DuraSpace, and the Digital Library Federation (DLF) codes of conduct, as well as the CLIR/DLF Deepening Resolve statement. The Active Bystander model is based on Stanford University's program, which is based on research being done at the University of New Hampshire, that encourages all members of the community to be Active Bystanders against sexual violence. The ENA community has adopted relevant portions of the model.

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