

PORtalBurn Code of Conduct and Conduct Committee Guidelines

History of the Conduct Committee

In order to make our community and events safer, more inclusive, and more transparent, members of the PORtalBurn Board of Directors (BOD) developed a Code of Conduct. Prior to the implementation of a Code of Conduct Committee (CoC), the Board addressed conduct issues directly based on participants requests for involvement. After PORtalBurn 2017 it became evident that a more transparent, official, and community driven process was necessary for addressing conduct issues. The call is being made for volunteers to form a Conduct Committee with a minimum of 3 people, and a maximum of 7. The Board took the initiative to develop the initial Code of Conduct to help ensure that, at a minimum, it would support continuation of the event. Any further development of the Code of Conduct will be committee driven, with approval by the Board. Board approval is required to ensure any potential legal concerns are addressed appropriately.

2018 - The initial committee was formed, with 4 members. That committee created this revised 2018 Code of Conduct, and established the initial processes for gathering complaints, reviewing complaints, and creating a new committee of volunteers every year.

PORtalBurn Code of Conduct

The following PORtalBurn Code of Conduct is applicable to all participants. The PORtalBurn BOD may, at their discretion, ban individuals or take other actions for reasons outside of those listed here.

1. At all events organized by PORtalBurn, participants are responsible for their own behavior and resolving their own issues. If a participant does not feel they can resolve their issue, they are encouraged to ask a Ranger for assistance in determining how to resolve the issue.
2. PORtalBurn strongly suggests behaving in a manner that does not make other participants feel unsafe, threatened, or intimidated.
3. PORtalBurn will not condone any behavior that jeopardizes its ability to hold the annual festival and other community events.
4. While radical self expression is one of the ten guiding principles for our event, don't be a dick. Examples of behaviors which are unacceptable include but are not limited to:
 - a. Consent Violations - touching someone without their permission, taking photographs of someone without their permission, adding substances to someone's food or drink without their permission, etc.
 - b. Stalking / Harassment - if someone tells you to leave them alone, respect that. Don't follow them around or continue to talk to them.
 - c. Endangering Others - failing to stay outside the safety perimeter during a burn, failing to supervise minors in your care, violating the fire safety guidelines, reckless operation of motor vehicles, etc.
 - d. Theft or Intentional Destruction of Property - if it's not yours, and it's not clear that it's a gift, either leave it alone or turn it in to lost and found. PORtalBurn has a variety of artwork, including interactive pieces, for the community to enjoy; don't intentionally damage any of it.

Mission and Priorities

The Conduct Committee is guided by the PORtalBurn Code of Conduct, which was established by the Board. Our mission is to provide the community with a vehicle to address conduct issues they feel are detrimental

to the well being of our participants, and ensure the community's ability to hold our annual Festival and other events. The responsibilities of the Conduct Committee include:

- Refine the process for investigation of reports under our Code of Conduct
- Suggest changes, when needed, to the Code of Conduct to the Board of Directors
- Investigate reports in a thorough, confidential, and respectful manner
- Resolve reports by making recommendations to the Board of Directors

The Conduct Committee priorities are:

- Event Sustainability
- Participant Safety
- Confidentiality
- Clear Process
- Communication

Conduct Committee Expectations

Conduct Committee members will review applications for new committee members, vet applicants by soliciting community feedback, and request approval by the Board of Directors before accepting new members.

Types of reports and complaints that are handled by the Conduct Committee will include: non-consensual dosing, threats of violence, sexual assault, physical assault, abuse of power, and unsafe behaviors at POrtalBurn events that threaten event safety and continuity.

We ask that applicants be able to dedicate the time necessary to address reported issues, and to actively participate in scheduled Conduct Committee meetings.

Committee Selection Process

The Conduct Committee, established Spring of 2018, is served by a dedicated group of volunteers that have been vetted by the Board of Directors with input from the POrtalBurn community, and will sign a confidentiality agreement in order to receive and investigate reports of misconduct at a POrtalBurn event.

The annual committee selection process:

- Step 1: Call for next year's candidates after the AfterBurn report is completed. Requirements for consideration include:
 - Must have attended POrtalBurn in the last 2 years
 - Must not currently be banned, suspended, or sanctioned
 - Each candidate provides a statement to aide the initial vetting process
 - Two weeks allotted for candidate submissions
- Step 2: Existing CoC Committee selects nominees
- Step 3: Solicitation for community feedback
 - The CoC Committee makes a public post requesting community feedback and input
 - Feedback will be kept private, unless the candidate asks to see it themselves
 - Two weeks allotted for feedback
- Step 4: CoC Committee selects committee members taking community feedback into consideration, and BOD review and approves those selections.
- FUTURE INTENTIONS:

- The BOD recommends considering a process that includes a community vote for new committee members. The founding committee cannot identify a reliable system for community voting; if one is found in the future, that committee will determine the value of implementing a community vote for new committee members and the process used.

Reporting Process

An online form to report any violations of the Code of Conduct is available at

<https://goo.gl/forms/1cLSSSRdi8CiyP2u2>

Reports received before October 1st will be addressed by the CoC Committee active during that year's event. Reports received between October 1st and December 31st will be held for the next year's CoC Committee to address.

Annual Conduct Report

While details of any investigations or names of those involved will not be published by the CoC Committee, an annual report will be published, keeping the community informed of (at a minimum):

- The number and types of reports submitted for investigation
- An anonymized summary of the CoC Committee decisions and actions taken on reports submitted for investigation