

## Internet Archive Code of Conduct

The Internet Archive is a friendly, safe and welcoming environment for all, regardless of sexual orientation, gender identity and expression, sexual orientation, disability, personal appearance, body size, race, ethnicity, age, religion, nationality, or similar characteristics.

Some encouraged practices to ensure everybody is made welcome:

- In group conversations, encourage everyone to listen as much as they speak.
- Treat other people's identities and cultures with respect. Make an effort to say people's names correctly and refer to them by their chosen pronouns.
- Be mindful of expressing subtle -isms and biases. These are small, unconscious, everyday things that nonetheless make others feel unwelcome. For example, consistently using female relatives as examples of non-technical people.
- Norms and expectations around casual touching and personal space vary widely. What is warm and friendly for some could be uncomfortable for others, so be conservative, and ask first.
- Be considerate of people's preferences about sharing photos, videos, conversations or other personally identifying information online. Ask before posting.

Unacceptable behavior between people in Internet Archive spaces (both physical and online) includes:

- **Harassment:** including disparaging verbal comments, deliberate intimidation, stalking, harassing photography or recording, inappropriate physical contact, and unwelcome sexual or romantic attention.
- **Threats:** threatening someone physically or verbally. For example, threatening to publicize sensitive information about someone's personal life.
- **Abusive language:** explicitly racist, sexist, homophobic, derogatory, or demeaning statements. Any kind of toxic bias or behaviors are not allowed.

If you experience or observe any of these behaviors, you are empowered to first address the issue directly with the person (for staff, the respective managers are also an option). If you do not feel safe doing so, you can always speak to an administrative staff member and we will help you. Visitors can go to the front desk or any event staff. A confidential digital reporting form is available for anonymous reporting.

Note: "online Archive spaces" refers to communications channels like chat rooms and email. This code does not apply to *content* archived in public infrastructure services such as the Wayback Machine or archive.org, which have their own Terms of Service.

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*We want you to feel comfortable approaching your supervisor or HR in instances where you believe violations of our Code of Conduct have occurred. However, in situations in which you prefer to remain anonymous, we have created this form as a place where you can anonymously report any concerns — <https://forms.gle/1aYbuDtK3nfZdnH58>*