ECHO Code of Conduct (Living Document)

ECHO III - For Memory's Sake

Purpose Statement:

This Code of Conduct (CoC) outlines the basic ethical guidelines for the ECHO (European Cultural Heritage Onstage), For Memory's Sake Creative Europe Programme, European Cooperation Projects (No. 101056213). The ECHO Heritage project is built on a collective agreement of shared values among partners, creating an open-ended Code of Conduct (CoC) that supports inclusivity, equality, and multivocality. It applies to everyone involved in the project, both online and offline. The CoC sets the standard for behaviour during the project. It was created with input from ECHO team members. Everyone is responsible for their own behaviour. We expect all ECHO team members to show respect for others. Whether online or offline, we will treat each other with mutual respect. The aim is to ensure a transparent, respectful, and safe space for everyone, both within the ECHO community and with other organizations and individuals.

Scope:

These behaviours and principles apply to both digital and physical spaces and are expected to facilitate internal and external communications throughout the project. Art and culture act as catalysts for transformation in this process, and ECHO needs to ensure accessibility without discrimination for all involved. An open-access and ethical data-sharing approach is also provisioned for all content produced, following the FAIR (Findable, Accessible, Interoperable, Reusable) and CARE (Collective benefit, Authority to control, Responsibility, Ethics) principles, and shared using Creative Commons Licences. ECHO aims to be a safe zone for sharing knowledge, supporting collective creation, and approaching cultural heritage critically through arts and culture, exploring new perspectives outside the Western canon and dominant narratives. Communities are crucial to the project and should be approached with honesty, patience, and respect.

Expected Behavior:

- Assume good intentions and engage constructively; your contributions should improve the project or its documents. Provide and receive feedback kindly and in good faith. Criticism should be sensitive and constructive. All ECHO participants should assume, unless there is evidence otherwise, that others are here to collaboratively improve the project.
- We are collaborative and recognize and credit the work done by ECHO members: Thank them for their help and work. Appreciate their efforts and give credit where it is due. When someone contributes, helps with a problem, or makes our work easier, we thank them individually and provide opportunities for recognition and thanks in the project's communication channels.
- Respect the way that contributors name and describe themselves or if they want to stay anonymous. Use their preferred terms when communicating with or about them. Examples include:

- - ○ Ethnic groups using specific names rather than names historically used by others;
    - ○ People with names that include letters, sounds, or words from their language that may be unfamiliar to you;
    - ○ People identifying with a certain sexual orientation or gender identity using distinct names or pronouns;
    - ○ People with a particular physical or mental disability using specific terms to describe themselves.
  - During meetings, we will welcome everyone and be mindful and respectful of each other's preferences, boundaries, sensibilities, traditions, and needs.
  - Foster 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.
  - Towards this direction, the project has integrated into the project's digital repository the Homosaurus vocabulary of LGBTQ+ terms, an international linked data vocabulary designed to enhance broad subject term vocabularies and discoverability of LGBTQ resources.

Encouraged Behaviour:

ECHO aims to maintain a respectful, inclusive, and collaborative environment. Members should be responsible and considerate at all times. Keeping all processes transparent and considering each other's time, resources, and creativity helps raise awareness of artists' rights and empowers their work and resilience. It's okay to disagree, but democratic decisions should be respected. Everyone is entitled to an opinion and deserves appreciation for their efforts, so feedback and comments should be polite and productive.

Supported Groups:

ECHO aims to build meaningful and reliable bonds with inclusive institutions, cultural workers, local communities, solidarity networks, independent activists, civil society representatives, members of the GLAM sector, active NGOs, artists' groups, socially engaged projects, and mindful individuals. All communication, selection, support, or participatory processes are non-biased and non-discriminatory (e.g., gender, age, religion, race) and reflect the project's openness and accessibility. ECHO especially welcomes marginalized, minority, underrepresented, lesser-known, or appreciated groups to create impactful outcomes and share knowledge equally.

Unacceptable Behavior and Avoidables:

- Hounding: Following someone across the project and repeatedly critiquing their work mainly to upset or discourage them.
- Abuse of seniority and connections: Using one's position and reputation to intimidate others. ECHO team members with significant experience and connections must behave with care because hostile comments from them may have unintended backlash. People with authority should not abuse their privilege to attack others who disagree with them.

- Psychological manipulation: Maliciously causing someone to doubt their own perceptions, senses, or understanding to win an argument or force them to behave a certain way.

Being respectful is key within the ECHO project, to make everyone feel welcome, understood, and heard. There is a zero-tolerance policy for any form of discrimination, insult, or racism. ECHO does not support any type of biased, sexist, ageist, violent, or disrespectful behaviour in any events, meetings, and activities, whether digital or physical. We do not tolerate harmful behaviour from ECHO team members in any form. "Harm" means negative consequences, especially when those consequences are significant and unjust. Avoiding harm starts with careful consideration of potential impacts on everyone affected by decisions.

Research Integrity:

- ECHO researchers design, carry out, analyse, and document research carefully and thoughtfully.
- Researchers and institutions ensure data access is as open as possible, as closed as necessary, and in line with the FAIR Principles (Findable, Accessible, Interoperable, and Re-usable) for data management.
- Manipulating authorship or denigrating the role of other researchers in documents and deliverables is unacceptable.

Responses & Actions:

ECHO members are committed to assisting and supporting each other by noticing and addressing problematic behaviours. They aim to resolve issues calmly and impartially. Prevention is key, so any team member or participant is encouraged to voice concerns so they can be discussed openly and managed respectfully. If a problematic attitude is observed, the involved parties will be brought together to address it and avoid escalation. The ECHO team members will decide if an apology is needed or if further action should be taken.

Reporting Guidelines:

If you have any concerns, please contact krikoni@interaliaproject.com or pasamitros@interaliaproject.com. The confidentiality persons will facilitate resolving the issue as needed on a case-by-case basis. For ECHO members: If it is more convenient, request an open dialogue via public email to all partners to maintain transparency and arrange a dedicated meeting on the issue.

Acknowledgements:

This CoC is based on the "Code of Conduct for Research Integrity" (2017) by the All European Academies (ALLEA), the "ACM Code of Ethics and Professional Conduct" by the Association of Computing Machinery (ACM) (2018), the "Code of Conduct" by the Europeana Network Association (n.d.), the "Universal Code of Conduct" by the Wikimedia

Foundation (n.d.). The CoC Ethics in Action Framework by the Some Call Us Balkans (2021-23), Creative Europe Cultural Cooperation Project in the Western Balkans (No. 623158), and the ReERUA CoCult Code of Conduct, part of the Horizon2020 project Research and Engagement for the European Reform University Alliance (No. 101035808) Alliance of European Reform Universities within the European Universities Initiative.

References and Additional Resources:

FAIR principles: https://en.wikipedia.org/wiki/FAIR_data

CARE principles: https://datascience.codata.org/articles/10.5334/dsj-2020-043/

Words matter: https://issuu.com/tropenmuseum/docs/wordsmatter_english/72

All European Academies (ALLEA), Code of Conduct for Research Integrity: https://www.fwo.be/media/x03nmjxd/allea-european-code-of-conduct-for-research-integrity.pdf

Association of Computing Machinery (ACM), Code of Ethics: https://www.acm.org/binaries/content/assets/about/acm-code-of-ethics-booklet.pdf

Europeana Network Association, Code of Conduct: https://pro.europeana.eu/files/Europeana_Professional/Europeana_Network/Association_Updates/Governance_documents/Europeana-Network-Association-Code-of-Conduct.pdf

Wikimedia Foundation, Universal Code of Conduct: https://foundation.wikimedia.org/wiki/Policy:Universal_Code_of_Conduct

Code of Conduct: An "ethics in action" framework with a focus on Balkan arts and cultural projects, Some Call Us Balkans (SCUB) Creative Europe project: https://doi.org/10.21428/0eeef24d.73e35794

Re:ERUA CoCult: Towards a participatory data governance for community heritage documentation, Code of Conduct (Horizon2020): https://zenodo.org/doi/10.5281/zenodo.8180416

Geek Feminism Wiki Conference anti-harassment resources: https://geekfeminism.wikia.org/wiki/Conference_anti-harassment

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Partners:

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