

## Khipu Code of Conduct

This Code of Conduct is adapted from the [Deep Learning Indaba](#), [We Rise Tech Conference](#), and the [Conference on Neural and Information Processing Systems](#).

We the participants, employees, and other individuals involved with Khipu, come together for the open exchange of ideas, the freedom of thought and expression, and for respectful scientific debate which is central to the goals of this Conference. This requires a community and an environment that recognizes and respects the inherent dignity and worth of every person.

### RESPONSIBILITY

All participants, volunteers, organizers, reviewers, speakers, sponsors, and volunteers (referred to as “Participants” collectively throughout this document) at our Conference and Conference-sponsored social events are required to agree with this Code of Conduct both during an event and on official communication channels, including social media.

Sponsors are equally subject to this Code of Conduct. In particular, sponsors should not use images, activities, or other materials that are of a sexual, racial, or otherwise offensive nature. This code applies both to official sponsors as well as any organization that uses the Conference name as branding as part of its activities at or around the Conference.

Organizers will enforce this Code, and it is expected that all Participants will cooperate to help ensure a safe and inclusive environment for everyone.

### POLICY

The conference commits itself to providing an experience for all Participants that is free from the following

- Harassment, bullying, discrimination which includes but is not limited to:
  - Offensive comments related to age, race, religion, creed, colour, gender (including transgender/gender identity), sexual orientation, medical condition, physical or intellectual disability, pregnancy, or medical conditions, national origin or ancestry.
  - Intimidation, personal attacks, harassment, unnecessary disruption of talks or other conference events.
- Inappropriate or unprofessional behaviour that interferes with another’s full participation including:
  - Sexual harassment, stalking, following, harassing photography or recording, inappropriate physical contact, unwelcome attention, public vulgar exchanges, derogatory name-calling, and diminutive characterizations.
  - Use of images, activities, or other materials that are of a sexual, racial, or otherwise offensive nature that may create an inappropriate or toxic environment.
  - Disorderly, boisterous, or disruptive conduct including fighting, coercion, theft, damage to property, or any mistreatment or non-business-like behaviour towards participants.

- Scientific misconduct including fabrication, falsification, or plagiarism of paper submissions or research presentations, including demos, exhibits or posters.

This Code of Conduct applies to the actual meeting sites and Conference venues where Khipu business is being conducted, including online venues. Khipu is not responsible for non-sponsored activity or behaviour that may occur at non-sponsored locations such as hotels, restaurants, or locations not otherwise a sanctioned space for Khipu sponsored events. Nonetheless, any issues brought to the Hotline Relations Counsellors will be explored.

## **ACTION**

If a Participant engages in any inappropriate behaviour, the Conference organizers may take action as deemed appropriate, including: a formal or informal warning to the offender, expulsion from the conference with no refund, barring from participation in future conferences or their organization, reporting the incident to the offender's local institution or funding agencies, or reporting the incident to local authorities or law enforcement. A response of "just joking" is not acceptable; behaviour can be harassing without an intent to offend.

Actions against a Participant who has violated the Code will be taken based on the nature and severity of the offense(s) and after a review of all relevant information. Actions may include, but are not restricted to, any combination of the following:

- Formal or informal warning or counselling to the offender
- Requirement of conciliatory efforts that may include an apology, informal mediation, or other steps intended to facilitate restoration of relationships
- Coaching or professional training at the offender's expense
- Restitution for damage caused to another Participant, including property and reputation
- Suspension from participation in future Khipu Conferences
- Expulsion from the conference with no refund
- Reporting the incident to the offender's local institution or funding agencies
- Reporting the incident to local authorities or law enforcement
- Other action(s) as deemed appropriate for the situation being addressed

## **REPORTING AN INCIDENT**

You can report an incident or concern in two ways:

- **Anonymous reporting**

You can make an anonymous report by completing this [form](#) or at [khipu.ai/conduct](https://khipu.ai/conduct). This is an anonymous form that does not require an email address or other identifying information.

We can't follow-up an anonymous report with you directly, but we will fully investigate it and take whatever action is necessary to prevent a recurrence.

- **Personal reporting**

You can make a personal report by:

- By email at: [conduct@khipu.ai](mailto:conduct@khipu.ai)
- Directly contacting a Khipu Organiser

When taking a personal report, the organisers will ensure you are safe and cannot be overheard. They may involve other event staff to ensure your report is managed properly. Once safe, we'll ask you to tell us about what happened. This can be upsetting, but we'll handle it as respectfully as possible, and you can bring someone to support you. You won't be asked to confront anyone and we won't tell anyone who you are.

Our team will be happy to help you contact hotel/venue security, local law enforcement, local support services, provide escorts, or otherwise assist you to feel safe for the duration of the Khipu. We value your attendance.