

## **Location: Wiki page (TBD)**

### **Enforcing the Code:**

Work Group (WG) leadership should reference it at each meeting as part of opening the meeting and include the link in meeting notes templates. The Code will be available in the Leadership Council Wiki Space, and linked within the Group Participation Agreement (GPAP) and the Operating Procedures (OP) for easy reference.

### **If a violation occurs in a meeting or in a digital space, address it immediately:**

All Participants (including WG leadership) share the responsibility to remind others that the Work Group (including meetings and digital spaces) operates under the Code of Conduct. If an incident occurs in a Kantara space, a reminder that the Code is in place and giving someone a chance to remove or edit their statement is appropriate.

Work Group Leadership may also ask someone to leave a meeting, remove comments from a digital working space, and follow up with any affected parties separately. Issues may be escalated to Leadership Council and Kantara Staff as needed.

### **Miscommunications and misunderstandings happen, and someone may accidentally violate the Code of Conduct. If you have violated the Code:**

1. Acknowledge that a violation took place.
2. Apologize briefly. Avoid minimizing the issue or someone's reaction/feelings.
3. Rephrase or retract your statement. The act of doing this publicly further defines and embeds the Code of Conduct into Kantara Work Group culture for other Participants to see.

Example:

*Alice: "Yeah I used X and it was really crazy!"*

*Eve: "Hey, could you not use that word? What about 'ridiculous' instead?"*

*Alice: "oh sorry, sure."*

*Alice edits message to say "Yeah I used X and it was really confusing!"*

Repeated violations of the Code of Conduct will be handled jointly by the Work Group Leadership, the Leadership Council, and Kantara Staff on a case-by-case basis. Participant privileges may be revoked if necessary.

Source: [W3 Code of Conduct](#)