

NumFOCUS Code of Conduct Response and Enforcement: Events and Meetups **Checklist**

Before Your Event/Meetup:

- Recruit the members of your Code of Conduct Response Team
 - (try to find a diverse set of individuals!)

- Ensure all Response Team members have read:
 - The Code of Conduct
 - The CoC Response and Enforcement Manual

- Decide how you will publicize the members of the Response Team
 - Special t-shirt
 - Make themselves known during event intro
 - List response team contact info on event website/meetup group page
 - Send response team contact info via pre-event/meetup email
 - Other: _____

- Publish CoC reporting instructions on your event website/meetup group page
 - Provide the link to the Code of Conduct (<https://numfocus.org/code-of-conduct>)
 - Provide the link to the Code of Conduct incident report form (<http://numfocus.org/code-of-conduct/report-form>)
 - Provide the conduct@numfocus.org address for the NumFOCUS Code of Conduct Enforcement Team
 - List contact methods for your local CoC response team (at least two points of contact)
 - Optional: set up a group email alias so that when someone contacts the group email it will be sent to multiple CoC response team members

Responding to an Incident:

- Find a private place to talk
- Take the report
- Write a summary of the report with all the relevant details
- Assess Impact and Risk Level
- Identify Needed Resources to Respond
- Find a private place to talk
- Communicate with the Reported Person about the Incident
- Meet with the Response Team and/or NumFOCUS Code of Conduct Enforcement Team
- Use a Consequence Ladder to Help Choose and Plan to Communicate a Resolution
- Communicate with the Reported Person about the CoC Violation and Consequences
- Document the incident
- Follow up with NumFOCUS and Event/Organization Leaders