



Anime Milwaukee Code of Conduct

Last Revised: August 10, 2021

Our Mission

Our mission is to bring people together to celebrate our fandom, and we strive to create a welcoming, inclusive, and supportive environment in which that can happen. Our volunteer staff are the face of the show to most attendees, and our goal is to make every interaction fun and positive. You are the key to that!

Our Pledge

We as volunteers, contributors, and leaders pledge to make participation in our community a harassment-free experience for everyone, regardless of age, body size, visible or invisible disability, ethnicity, sex characteristics, gender identity and expression, level of experience, education, socio-economic status, nationality, personal appearance, race, caste, color, religion, or sexual identity and orientation.

We pledge to act and interact in ways that contribute to an open, welcoming, diverse, inclusive, and healthy community.

Our Standards

Examples of behavior that contributes to creating a positive environment include:

- Using welcoming and inclusive language
- Demonstrating empathy and kindness towards other people
- Being respectful of differing viewpoints and experiences
- Giving and gracefully accepting constructive criticism
- Accepting responsibility and apologizing to those affected by our mistakes, and learning from the experience
- Focusing on what is best not just for us as individuals, but for the overall community
- Support and following attendee rules

Examples of unacceptable behavior include:

- The use of sexualized language or imagery, and sexual attention or advances of any kind
- Trolling, insulting or derogatory comments, and personal or political attacks
- Public or private harassment
- Publishing private, confidential, or privileged information (aka doxxing) such as a physical or electronic address of another person, without explicit permission
- Publishing or leaking confidential or private company information, such as Guest information or policy changes
- Other conduct which could reasonably be considered inappropriate in a professional setting or detrimental to AMKE's reputation
- Breach of specifically published and notified volunteer staff rules
- Breach of Non-Disclosure Agreement
- Intentional damage to convention or venue property
- Illegal activity

Our Responsibilities

All volunteer staff are responsible for clarifying and enforcing our standards of acceptable behavior and AMKE leadership will take appropriate and fair corrective action in response to any behavior that they deem inappropriate, threatening, offensive, or harmful.

Scope

This Code of Conduct applies within all Anime Milwaukee spaces, and also applies when an individual is officially representing Anime Milwaukee in public spaces. Examples of representing our community include using an official email address, posting via an official social media account, or acting as an appointed representative at an online or offline event.

Enforcement

Instances of abusive, harassing, or otherwise unacceptable behavior may be reported by contacting the Chief of Staff team at chiefofstaff@animemilwaukee.org. All complaints will be reviewed and investigated promptly and fairly.

Volunteer staff who do not follow or enforce the Code of Conduct in good faith may face temporary or permanent repercussions as determined by convention leadership.

Open Door Policy

The Anime Milwaukee Chief of Staff Team is committed to fostering an environment in which staff at all levels feel comfortable in bringing up any issues they may encounter with their fellow

staff members. To this end, we would like to make explicit that the staffing structure as a whole operates with an open-door policy.

What this means, in essence, is that any member of staff, regardless of what level they exist at, should feel safe and comfortable with bringing up an issue, and feel secure in the knowledge that their issue will be taken seriously and handled accordingly.

To clearly lay out the resources and support available to you, please use the following as a guideline for how to address things.

Your first call should generally be your department head or assistant department head. If, however, the issue is with your department head or assistant department head, or if you otherwise feel uncomfortable bringing it up to them, you would reach out to your division director. Should the problem lie with your division director, you would reach out directly to the Chief of Staff team. In the event that the problem is with a member of the Chief of Staff team, you would reach out directly to the Convention Chair. In the event that the problem lies with the Convention Chair, we ask that you contact the ECPS board at ecps@animemilwaukee.org so they can take over the issue from there.

While the above is a guideline or framework of the intended chain of communication when raising an issue, if, at any point, you feel uncomfortable raising the issue to the next link in that chain, we'd like to reiterate that we encourage you to reach out to us directly, preferably via email at chiefstaff@animemilwaukee.org or else to one of us on Discord.

To as great an extent as we can, we'll hold any and all information communicated to us in confidence, and if we have to share part or all of it with another party, we will inform you ahead of time. If you have any questions or need further clarification, please feel free to reach out to us directly and we'll get you an answer as soon as possible.

Attribution

This Code of Conduct is adapted from the Contributor Covenant, version 2.1, available at https://www.contributor-covenant.org/version/2/1/code_of_conduct.html.