Conduct Committee Charter

The Eclipse Foundation Conduct Committee (the "Committee") is the body that is responsible for enforcing and maintaining the processes associated with implementing the Eclipse Foundation Community Code of Conduct.

This charter defines the scope and governance of the Committee.

Mission/Purpose

The primary mission of the Committee is to implement the Eclipse Foundation Community Code of Conduct (the "Code of Conduct") to help in the creation and maintenance of a welcoming and respectful community. Our role is to provide and enforce a well-considered viewpoint on what constitutes acceptable behavior within our community. The Code of Conduct is the primary policy document and is supported with additional references and tools as needed. Since maintaining a welcoming environment is a large part of what the Committee does, we must carefully balance transparency of the process with preserving the privacy of all individuals involved when an incident report is made to this Committee or any other community leader.

The Committee understands how challenging these matters are for everyone involved, and that no process is perfect due to its need to serve everyone in the Community fairly. That said, the Committee is oriented toward the protection of our community and takes that duty seriously.

Communication with the Committee

The Committee maintains a private inbox that is confidential to the Committee members for reporting incidents, asking confidential questions, and internal Committee communication:

conduct@eclipse-foundation.org

Communication by the Committee

The Committee maintains a public GitLab repository (https://gitlab.eclipse.org/eclipsefdn/code-of-conduct-committee/general-discussion) for transparent communication with the community. The Committee will produce a transparency report at least twice each year enumerating the number of conduct incidents received and their resolution and disposition.

Composition

The Committee is composed of 5 members, selected as follows:

- One member appointed by the Board of Directors (the "Director Member"). In addition to serving on the Committee, the Director Member shall have the additional responsibility of reporting on the activities of the Committee to the Board.
- One member appointed from the staff of the Eclipse Foundation by the Executive Director (the "Staff Member"). In addition to serving on the Committee, the Staff Member shall have the additional responsibility of liaising with the Eclipse Management Organization ("EMO").
- Three members appointed from the community (the "Community Members") will be selected based on their experience, expertise, and commitment to upholding the values outlined in the Code of Conduct.

The Committee elects a chair from among the members of the Committee. The chair will serve for one year or until their successor is elected and qualified. There is no limit on the number of terms the chair may serve.

The Committee can operate with fewer members should any of these positions be unfilled.

Terms

The Committee members and their terms are as follows:

- The Director Member shall serve a one-year term, which may be renewed annually by the Board of Directors. There is no term limit for the Director Member.
- The Staff Member shall serve a one-year term, which may be renewed annually by the Executive Director. There is no term limit for the Staff Member.
- The Community Members shall serve a two-year term. Community members may serve for a maximum of two consecutive terms.

Scope

The Eclipse Foundation Board of Directors has delegated Code of Conduct authority and enforcement to this Committee. The Committee can, at its discretion, delegate some authority to those tasked with enforcement.

The Committee is the primary recipient of all incident reports regardless of where in the community they originate, and is responsible for the resolution or disposition of each incident.

The only exception is at Eclipse Foundation events, where the "Event Code of Conduct" process supersedes this. That is primarily due to the high-impact nature of in-person violations and the need for immediate measures and potentially more extensive staffing. This Committee should be informed and consulted for all violations involving Eclipse Foundation community members at events, regardless of circumstances.

Additionally, the Committee is responsible for drafting its operating policies and procedures for handling incidents and enforcing the Code of Conduct and reporting. In most cases, the

Committee's operating policies are made public, however, some materials will be confidential by nature of their content and application.

Incident report confidentiality

As a general rule, the Committee will provide as much transparency as practical, except in specific incident reports where no personally identifiable-identifying information (PII) about the reporter and/or the others involved in the incident will be shared. Anonymized aggregated incident data may be provided on a confidential basis with select members of the Foundation's staff and/or with the Foundation's Board of Directors if they believe doing so is necessary or appropriate. Past incidents are communicated generally to new Committee members so they can have historical context for future issues.

Incident Reporting and Response Process

This document outlines the Committee's workflow when receiving and responding to an incident report. As each report is unique, the process is described at a high level, and the Committee is free to address the issue in the best manner as it sees fit.

Responsibilities of the Conduct Committee

1. Review and Investigate Complaints: The Committee will be responsible for reviewing and, if necessary, investigating any complaints or reports of violations of the Code of Conduct.

2. Recommend Actions: Based on investigations, the Committee will suggest appropriate responses to violations.

3. Promote Education and Awareness: The Committee will raise awareness about the Code of Conduct and provide educational opportunities to prevent violations and foster inclusivity.

Boundaries of the EF Conduct Committee policies

There are no hard boundaries for the enforcement of the Code of Conduct. Therefore, common places where the Committee policies apply are:

- Official EF communication channels, i.e., public mailing lists, Matrix chat service, etc.
- Social Media and web presence.
- Events, meetups, meetings, etc., including both virtual and in-person.

In some cases, where private messages are not related to official Eclipse community channels but have been reported to the Conduct Committee and are making community members feel unsafe or unwelcome, the Committee might choose to act.

Reporting An Incident

To initiate an incident report, email conduct@eclipse-foundation.org. As appropriate, please include as much of the following details as possible:

When did the incident happen? - Date(s):
Where did the incident happen? - Location/Eclipse Foundation communication channel:
Description or nature of the incident/misconduct:
People involved in the incident/misconduct, including witnesses:

Incident Response Workflow

The Committee strives to respond quickly to incident reports, as well as initiate whatever actions are appropriate based on severity, risk, urgency, and impact. The Committee will:

1. Convene privately to conduct an initial triage to identify the severity of the incident; Committee members might choose to recuse themselves if there is a conflict of interest, be it either a real conflict of interest or the potential of a perception of conflict of interest.
2. Evaluate if additional information/investigation is required; and draft an action plan accordingly;
3. Decide on incident response actions. Actions taken by the Committee members may include but are not limited to:
   - Acknowledge the incident report and provide periodic updates to the reporter.
   - Research the community channels for background information on the report and the behavior outlined in the report.
   - Separately discuss the report with the reporter and the alleged violator to determine if, in the Committee's opinion, the behavior has violated the Code of Conduct.
   - Seek a pragmatic resolution, or determine an appropriate set of sanctions in order to resolve the incident report. Sanctions may include, but are not limited to, warnings (private or public), or temporary or permanent suspension of community rights.
   - Engage with legal advice, where appropriate.
   - Take other immediate actions such as (but not limited to) removing a GitHub or Gitlab comment, deleting a Slack message, or ejecting someone from a community meeting. The Committee, however, will retroactively review any action taken in such instances to ensure it was appropriate.

Wherever possible, the Committee makes decisions and actions based on a rough consensus among its members, recognizing that not all members may be available promptly. That is, it is not a requirement that all Committee members be involved in all aspects of each incident response.

Wherever possible, documentation necessary for the internal operation of the Committee will be stored in a private Gitlab repository.