



# Community Guidelines

# Introduction | **Community Guidelines**

**Welcome to the home of Employee Experience, HR and Internal Communications professionals. This is a community for everyone. A safe space to ask questions, be inspired, share expertise, discuss challenges and find solutions together.**

Whether you're from big brands or brand-new start-ups. Whether you're a seasoned professional or fresh to the game. This is a place for you.

The HomeEX community guidelines are here to guide your experience, ensuring it remains a place for everyone. And just with any community, it relies on all of us to own it.



# What you can expect | Community Guidelines

## The platform

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The HomeEX community is hosted on Slack, a popular platform used to collaborate, connect and message. Exactly what we want for our community.

If you're new to Slack though, don't worry. **There are lots of resources available on the Slack website** to help you get started. And, don't be afraid to reach out to one of the Homies if you get stuck (check out the moderator list further down).

## Channels

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Within the HomeEX community there are a number of channels for you to use. Keeping conversations within their intended channel will help everyone get the most of the community – and find what they're most interested in.

**As of January 2023, we have 11 channels. These include:**

- **#careers-growth-and-development**
- **#employee-experience-strategy**
- **#employee-listening**
- **#employee-wellbeing**  
**#inspiration**
- **#internal-communication**
- **#leadership**
- **#recognition**
- **#research-and-stats**
- **#values-and-purpose**
- **#welcome-and-announcements**

As the community continues to grow, shaped by your feedback, we will build further channels to enable even greater conversations.



# What you can expect | **Community Guidelines**

## **Moderators** (aka Homies)

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First and foremost, our Homies are here to keep the community safe and inclusive. They're also a point of contact for you to ask questions and report any concerns.

### **Our Homies are:**

- Zac Costello (@Zac)
- Jess Nichols (@Jess)
- Caroline Tierney (@Caroline)
- Fiona Caines (@Fiona)
- Kate Lines (@Kate)

The Homies are online from Monday-Friday, 09:00-17:30 (GMT). All DMs and questions are important but we're not always able to get back to you straight away – but we will get back to you as soon as possible!



# What we expect of each other | **Community Guidelines**

## **The BIG 3** (rules)

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### **This is a community, not a marketplace**

This community is about building each other up, empowering us all to create a better employee experience. We promise not to sell you 'stuff' and we ask the community to do the same.

### **Knee slides – YES! Sliding into the DMs – NO!**

We're better as a community. Keep conversations in their intended channels so others can join, learn and develop. DMs should only be sent with permission from the other person and in that case – rule 1 still applies.

### **Be a kind human-being!**

This goes without saying. And we're not going to give a broadbrush definition of what this means but be respectful, be friendly and be supportive of each other in the community.



## Additional details | Community Guidelines

### Zero tolerance for unacceptable behaviours

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**Our community is a safe space for professionals to ask, share, discuss, learn and grow. The following (but not limited to) behaviours are considered harassment:**

- Offensive comments related to gender, gender identity and expression, sexual orientation, disability, mental illness, neuro(a) typicality, physical appearance, body size, race, or religion.
- Unwelcome comments regarding a person's lifestyle choices and practices, including those related to food, health, parenting, drugs, and employment.
- Deliberate misgendering or use of 'dead' or rejected names.
- Gratuitous or off-topic sexual images or behavior in spaces where they're not appropriate.
- Simulated physical contact (e.g. textual descriptions like "hug" or "backrub") without consent or after a request to stop.
- Threats of violence.
- Incitement of violence towards any individual, including encouraging a person to commit suicide or to engage in self-harm.
- Deliberate intimidation.
- Sustained disruption of discussion.
- Unwelcome sexual attention.
- Continued one-on-one communication after requests to cease.
- Publication of non-harassing private communication.

We have a zero tolerance for any of this behaviour.



## Additional details | **Community Guidelines**

### **Consequences**

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Participants asked to stop any harassing behaviour are expected to comply immediately.

If a participant engages in harassing behaviour, the moderators may take any action they deem appropriate, up to and including expulsion from this community and identifying the participant publicly as someone about whom we've received complaints.

### **Reporting**

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If you are being harassed, notice that someone else is being harassed, or have any other concerns, please contact the moderators. They'll respond as promptly as they can.

We will respect confidentiality requests for the purpose of protecting victims of abuse. At our discretion, we may publicly name a person about whom we've received harassment complaints, or privately warn third parties about them. We will not name harassment victims without their affirmative consent.

### **Confidentiality**

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Please be mindful that things you say here may at some point become public. While we expect members to honour the confidentiality of this space, we cannot guarantee that they will do so--nor can we guarantee that every member's login credentials and logged-in devices are secure. Please exercise caution and refrain from sharing sensitive information that could harm you or others if it became public.



## Additional details | Community Guidelines

### Message retention

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Because this is a free slack account, we have restricted scrollback, but Slack--the company--retains complete logs of all channels and direct messages back to the creation of the HomeEX community Slack channel. Slack is a U.S. company and therefore subject to subpoenas from U.S. courts. Our logs may be subject to subpoena and could become public as part of legal proceedings.

### Credit

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This code of conduct is based on Annalee Flower Horne's Sample Slack Code of Conduct, which is in turn based on Geek Feminism's Community Anti-Harassment Policy. We have adapted the Sample Slack Code of Conduct for our own use under the terms of the Creative Commons Attribution License.