

Parsec Inc., and all committees Code of Conduct

This Code of Conduct is applicable to any and all activities associated with Parsec, Inc., including, but not limited to activities sponsored by any committees, monthly meetings, the annual Confluence conference, and its social media spaces. Additional requirements specific to events or social media may be detailed in appendices if needed.

Harassment of any kind will not be tolerated.

Be respectful and courteous towards others. Our mission is to promote awareness and enjoyment of speculative fiction in all its forms, and behavior that interferes with the ability of all our members or attendees to do so is not acceptable.

We expect you to understand that you need to ask before you touch someone and that any form of no means no, while only an explicit yes means yes. Also note that consent can be retracted at any time, and that retraction must be respected.

Harassment includes, but is not limited to, offensive verbal comments related to gender, gender identity and expression, sexual orientation, disability, physical appearance, body size, mental status, neurodiversity, race, national origin, religion, age, marital status, military status, or any other status protected by law; intimidation; threatening behavior or words; stalking; following; unpermitted photography or recording; sustained disruption of talks or other events; and inappropriate physical contact.

Hateful/derogatory speech will not be tolerated, even when not directed at a specific attendee.

In addition to general harassment, sexual harassment in any form is unacceptable. Sexual harassment does not refer to occasional compliments or other generally acceptable social behavior, unless the recipient has asked you not to engage with them. Sexual harassment refers to verbal, physical, and visual conduct of a sexual nature that is unwelcome and offensive to the recipient.

By way of example, sexual harassment may include such conduct as sexual flirtations, advances, or propositions; verbal comments or physical actions of a sexual nature; sexually degrading words used to describe an individual; an unwelcome display of sexually suggestive objects or pictures; sexually explicit jokes; and offensive, unwanted physical contact, and previously permitted activity if the recipient has clearly said they no longer consent to the activity.

We also expect you to refrain from other types of illegal, destructive, and hazardous conduct.

Animals: Animals, with the exception of Service Animals, are not permitted at Parsec events or in event spaces. Service animals, as defined by the Americans with Disabilities Act ([The Americans with Disabilities Act | ADA.gov](https://www.ada.gov/)), are animals trained to perform tasks which assist a person with a disability and are directly related to the individual's disabilities.

Smoking: All Parsec events are smoke-free events, with the exception of designated areas which may be provided by the venue being rented for the event. This includes traditional cigarettes, pipes, vaping, and other delivery mechanisms.

Weapons Policy: No real, functional weapons of any type are permitted, unless arranged prior to the event as part of a presentation or costume. The program committee reserves the right to inspect all weapons and the manner in which they are secured, and ask that the weapon be secured or removed if found to be inappropriate.

- No weapon is to be brandished in any manner.
- Replicas of non-ranged weaponry (swords, axes, maces, etc.) may be sold during certain events and need to be packaged safely after being purchased.
- Nonfunctional prop weapons are permissible as part of an obvious costume or for use by the cast of a sketch or play that is part of the official program.
- Weapons which are part of a costume should be secured in their sheath/scabbard.

Electronic devices: Basic courtesy is expected at all events. Noisy devices such as cell phones must be set to silent during activities where they would be disruptive.

Photography, Audio, or Video Recordings: Parsec Inc. staff may choose to record, live-stream, or otherwise capture or record during events. By attending any event, you agree that Parsec Inc., may use your likeness in photographs, screen captures or recordings to publicize, reproduce, exhibit, distribute, broadcast, or digitize the resulting content for use in marketing, promotion, and advancement efforts. This may include publications, marketing videos, advertising, websites and/or other public marketing for any purpose consistent with the Parsec status as a 501(c)3 tax-exempt organization.

If you prefer that your likeness not be used, please contact publicity@confluence-sff.org.

Individuals (not Parsec Inc. staff) should obtain consent from any subject before creating photographs, video, or audio recordings and must cease if requested.

Additional expectations specific to the Confluence conference:

This policy applies to interactions between all persons on the conference site, including the hotel staff and non-attending guests of the hotel during the Confluence Conference. Confluence has no direct control over hotel staff or other hotel guests, but our members are expected to treat them with the same respect and courtesy we extend to each other.

The Confluence conference committee reserves the right to determine who may attend.

Conference attendees are expected to comply with directives by conference staff and conference security. Failure to adhere to conference rules in addition to this general code of conduct may result in revocation of your membership without refund.

Costumes: Costumes are not an invitation for harassment. All of the general rules regarding courtesy, consent, harassment, etc. which are laid in the overall code of conduct still apply, regardless of what an attendee is wearing.

Security: conference security is provided by the Dorsai Irregulars, who can be identified by Gold conference badges with "Security" printed on them.

Con Suite: The Con Suite is part of the conference space, and is subject to all rules outlined for general conference spaces, including the prohibition on smoking and vaping.

Disruptive individuals may be barred from the Con Suite at the discretion of the Committee or the staff in charge of the Con Suite. If someone is removed from the Con Suite, a report should be filed promptly through the [Parsec Inc. Incident Complaint Report form](#).

Hotel Rules: Attendees are expected to abide by all rules posted by the hotel, and to refrain from damaging hotel property.

Do not post signs without visiting the Confluence registration table to be sure you are following hotel directives.

Children: Children attending under a kid-in-tow badge must be accompanied by an adult at all times. Repeated incidents of unaccompanied children may result in revocation of your membership in the conference. The hotel is a public space, and we care about the safety of your children.

Alcohol: The drinking age in Pennsylvania is 21. We will need to see a photo ID which shows your age before we allow you to drink alcohol in the consuite or any other Confluence function space where alcohol might be served. If you cannot produce proof of age, you will not be served alcohol.

Room Parties: Parties held in a private hotel room are the responsibility of the person who rented the room.

- The room renter may eject any person from their private room, for any reason.
- Confluence cannot enforce our code of conduct at private room parties.
- The Parsec Inc. Board is willing to review reports of conduct which violate the Code of Conduct that occur at private room parties, but may not be able to enforce sanctions based on those reports.

Violation of this Code of Conduct can result in action ranging from (but not limited to) issuing warnings, being asked to leave an event/activity without refund, having your membership revoked without refund, to permanent banning from all Parsec spaces and activities.

If you feel you are being harassed, please report it to one of the following:

- A member of the Parsec Inc., [Board of Directors](#).
- The leader of the event (meeting moderator, Conference Chair, member of the Conference Committee, etc.).
- Event Security if the issue happens at an event which is large enough to have dedicated Security personnel.
- The Incident Complaint Report form can be submitted electronically here: [Incident Complaint Report form – Parsec-sff.org](#)

Parsec commits to respond as follows:

- You will be treated with respect and your concerns will be taken seriously.
- The names of all people involved will be kept confidential to the extent possible; the accused has the right to know enough details to be able to defend themselves.

Complaints received will be handled by the Parsec Inc., Board of Directors according to this procedure:

1. An online [Incident Complaint Report](#) form *must be* filed through the Parsec website:
2. Complaint forms filed through the Parsec website will be reviewed by the Parsec Board of Directors.
3. The complainant may be contacted with questions or for additional clarifying statements by a Parsec Inc., Board of Directors officer.
4. The suspected offender will be contacted by a Parsec Inc., Board of Directors officer in response to the complaint. (No personal, identifying complainant information will be given to the suspected offender.)
5. All information will be reviewed by the Parsec Inc., Board of Directors and an accountability action will be implemented.
6. The complainant will be contacted by a Parsec Inc., Board of Directors officer with the accountability action resolution.
7. The suspected offender will be contacted with the accountability action resolution.