



The Partnership on AI Community Guidelines

February 2019

To build a trustworthy community of practice that benefits from the diversity of its stakeholders, The Partnership on AI (the “Partnership” or “PAI”) has developed these Community Guidelines that apply to participants in all Partnership-hosted or sponsored events, including convenings, symposia, and workshops, whether physical or digital. All PAI Partners, staff, affiliates, volunteers, and others who participate in these events are expected to comply with these Community Guidelines.

The Partnership reserves the right to refuse admission to, or remove any person from, any PAI-hosted work or event (including future PAI events) at any time in its sole discretion. This includes, but is not limited to, participants behaving in a disorderly manner or otherwise failing to comply with these Community Guidelines.

Policy Against Harassment and Discrimination

The Partnership is dedicated to providing safe, productive, respectful, and inclusive spaces for everyone who participates in Partnership-sponsored events. The Partnership therefore prohibits harassment and discrimination based on race, religion, gender, sexual orientation, gender identity, gender expression, disability, ethnicity, national origin, age, or any other characteristic protected by applicable law. We do not tolerate harassment in any form of or by participants. We also do not tolerate discrimination, which is treating someone less favorably based on a protected class. The Partnership takes violations of our policy seriously and will respond appropriately.

Why this policy is important

Harassment and other offensive or demeaning behaviors, whether at Partnership events or in online communities, harms our participants and undermines the Partnership’s mission to provide an open and inclusive platform for engagement on issues relevant to AI. Consistent with the Partnership’s mission and values, this policy makes clear that harassment and discrimination are not acceptable within Partnership settings and communities, defines expectations for behavior, and provides avenues for recourse when appropriate.

Guidelines to prevent and address harassment, discrimination, and other offensive conduct

1. A central aspect of the Partnership's mission is to provide an open and inclusive platform for engagement on the issues that our community cares about. We are committed to communicating directly and openly with each other about issues relevant to AI and its influences on people and society, and to ensuring that key stakeholders have the knowledge, resources, and overall capacity to participate fully. In order to achieve this, we hold community members to the highest conduct standard possible: be excellent to each other. Treat everyone with respect, including when expressing disagreement or a difference of opinion. Participate in Partnership work while acknowledging that everyone deserves to be involved -- and each of us has the right to contribute and to enjoy our experience without fear of harassment, discrimination, or condescension.
2. Harassment includes unwelcome or offensive conduct based on sex or other protected characteristics, including but not limited to: language that reinforces social structures of domination related to sex, gender identity and expression, sexual orientation, disability, physical appearance, body size, ethnicity, nationality, race, age, religion, or other characteristics protected by law; displaying sexually graphic imagery; deliberate intimidation; stalking; unwelcome following; harassing photography or recording; sustained disruption of talks or other events; offensive or threatening language communicated orally, electronically, in print, or by any other means; inappropriate and unwelcome physical contact; and unwelcome sexual attention. Harassment is not tolerated. The Partnership expects those community members asked to stop any harassing or other unwelcome or offensive behavior to comply immediately.
3. If you are being harassed or feel uncomfortable, notice that someone else is being harassed, or have any other concerns about conduct that may violate this policy, please contact a member of the Partnership staff immediately. The Partnership aspires to create an environment in which all participants feel supported in upholding the standards of its community; you are empowered to politely engage when you or others are disrespected, or to seek staff support. Speak up if you see or hear something. The person making you feel uncomfortable may not be aware of what they are doing, and politely bringing their behavior to their attention, if you are comfortable doing so, is encouraged.
4. The Partnership will promptly investigate every report of a violation of our Community Guidelines and Policy Against Harassment and Discrimination and respond appropriately. We will use our discretion to determine when and how to follow up on reported incidents. We may take any action we deem appropriate if a community member or guest engages in harassing, discriminatory, or other behavior that may violate the guidelines or this policy, including warning or expelling the offender from Partnership activities and engagements.

Open Expression

PAI maintains a strong commitment to the human right of freedom of expression. In order to help realize this commitment, PAI-sponsored events welcome and encourage open and inclusive dialogue, including in areas where there could be disagreement among Partners. To that end, PAI-sponsored events that involve speakers will include open question and answer sessions—especially where controversial or sensitive issues are being addressed.

Information Disclosure and Security

The Partnership on AI aims to build a trustworthy space for Partners, Staff, and affiliates to share with candor the knowledge, tools, research, and experiences that can help to advance the PAI mission. At PAI-sponsored or hosted events, convenings, and meetings, Partner representatives are expected to adhere to their Institution's information disclosure policies and PAI's Antitrust Policy. From time to time, PAI will recommend best practices for information-sharing at specific meetings (for example, some meetings may be held under "Chatham House" rule, to which participants will be asked to adhere). Proprietary or confidential information should not be shared in PAI events as PAI cannot be held liable for any breaches that occur therein.

PAI endeavors to hold all events in safe and secure locations. However, PAI cannot guarantee counter-surveillance measures unless otherwise explicitly stated. Participants should use their discretion when attending and/or considering sharing sensitive information.

Roster Disclosure

In order to promote transparency and encourage Partner representatives to securely and comfortably participate at their discretion, all applicable PAI events will distribute invitation and attendee rosters to all attendees in advance of the event. Final attendee rosters will be sent to attendees typically at least 48 hours in advance. In order to comply with this policy, PAI staff may be unable to accommodate last-minute RSVP changes in some circumstances.

Non-Disclosure and Confidentiality

Respecting the privacy of Partners, staff, volunteers, and affiliates of the Partnership on AI is itself a basic value of the Partnership on AI. All PAI-sponsored convenings, whether virtual or in-person, including Working Group meetings, symposia, workshops, or otherwise, will disclose in advance under what disclosure expectations and protocol they will operate (e.g. live-streamed and/or open to the public, under Chatham House Rule, strictly confidential and under a nondisclosure agreement, etc.). PAI has developed a Glossary for Information-Sharing, included here in Appendix 1. Recognizing that certain meeting settings are more sensitive in nature, a nondisclosure agreement will be made available to PAI organizers in cases where meetings may necessitate it, and participants are free to opt in to such meetings based on their preferences.

Should organizers choose to conduct a convening in a more or less public manner, the terms of participation must be clearly communicated to all Participants and invited guests at the time of

invitation, and information disclosure rules must be clearly communicated in all materials pertaining to the convening.

Inclusion Practices

PAI organizers will strive to promote inclusive spaces by adhering to the following practices at PAI-hosted events:

- Name badges will include gender pronoun preferences.
- Name badges will indicate consent to be photographed.
- We will strive for all panels, keynotes, and plenaries to be diverse and inclusive. We will not allow for homogeneous panels and will strive for diversity, including intersectional representation, in the speakers and presenters that we host.
- Additional recommendations for convening inclusive spaces, which we use to guide our organization of PAI events, can be found [here](#).

License and attribution

This policy is licensed under the [Creative Commons Zero license](#).

This policy is based on and influenced by several other community policies including: Google Event Community Guidelines and Anti-Harassment Policy, and Geek Feminism Wiki (created by the Ada Initiative).

If you are a Partner and have ideas for how we can improve this guide--or concerns about it--please contact PARTNERSHIPS@partnershiponai.org.

Appendix 1: The Partnership on AI Information-Sharing Norms Glossary

The Partnership on AI adheres to the following definitions and procedures for all meetings it hosts.

Open/On the Record

Open or on the record meetings are hosted under the assumption that no information shared by presenters or participants is private; members of the public may be participants or attendees, or there might be a public participation element in the form of a livestream of event proceedings, an open Q&A hosted live or via social media, or otherwise.

In open meeting settings, sharing via social media is permitted (and likely encouraged).

Chatham House Rule

When a meeting, or part thereof, is held under the Chatham House Rule, participants are free to use the information received, but neither the identity nor the affiliation of the speaker(s), nor that of any other participant, may be revealed. (Credit: [Chatham House.](#))

Under Chatham House Rule, sharing photos of participants or information, or content received at the meeting (including pictures of slides or other content shared distributed) if they reveal the source of information, is not permitted.

Off the Record

Off the Record meetings are hosted with the expectation that participants will not share information shared (presented or overheard) in the meeting beyond the meeting setting itself.

Confidential/Under NDA

Confidential meetings are those hosted under a formal legal Nondisclosure Agreement (NDA) distributed by PAI. Information-sharing at such meetings is subject to the conditions of the agreement (PAI's form NDA for use at such meetings can be found in Appendix A below).

If you are a Partner and have ideas for how we can improve this guide--or concerns about it--please contact PARTNERSHIPS@partnershiponai.org.