



## COMMUNITY GUIDELINES

### A. Scope of Policies

These policies apply to presenters in events (in-person, online, and hybrid) that are held or sponsored by the National Council on Education for the Ceramic Arts (“NCECA”); to social and other media participation that is on behalf of, or that might reasonably be identified with, NCECA; and to the conduct of presenters, both individual and organizational, during or incidental to activities that are sponsored by, or might reasonably be identified with, NCECA.

A separate Respectful Culture, Harassment Prevention, and Equal Employment Opportunity Policy applies to NCECA staff and workplaces.

### B. Events

NCECA holds events and programs for its members or the public, occasionally sponsors events with or for other organizations, and occasionally provides its facilities to others for their events. The following policies cover all of those situations, which are collectively referred to below as “Events” or “an Event.”

These policies apply to speakers, staff, volunteers, members, attendees, observers, vendors, and media representatives.

### C. Media

NCECA may support its own media platforms; it may sponsor or moderate communities hosted on other platforms; it may have activities or events covered or discussed in various media channels, including mainstream and social. These policies cover all of these situations, which are collectively referred to below as “Media.” These policies apply to individuals posting or sourcing information on behalf of NCECA, as well as to persons who do not represent the organization but who are posting information relating to NCECA due to their participation in an Event or an NCECA-related activity.

### D. General Policies

NCECA is committed to promoting a safe, respectful, and hospitable environment for individuals to participate in Events and Media. Therefore, NCECA prohibits communication or conduct that is offensive, degrading, coercive, or disruptive, or that has the purpose or effect of interfering with an individual’s reasonable participation in or enjoyment of an Event or a Media discussion. Designating an individual or group as presenter(s) in its programming represents the use of NCECA’s resources for that presenter. Prior to the event, should NCECA become aware that any designated presenter has been a source of what, in NCECA’s sole determination, might be offensive, degrading, coercive, or disruptive behavior or speech, it may investigate and take action to remove the presenter(s) from its programming.

Communication and conduct prohibited by these policies includes—but is not limited to—harassment based on age, ancestry, caregiver status, citizenship, color, creed, criminal history, atypical cognitive or physical abilities, family status, gender expression, gender identity, marital status, mental or physical impairment, military discharge status, national origin, parental status, partnership status, political beliefs, race, religion, sex, sexual orientation, sexual preference, status with regard to public assistance, uniformed service, veteran status, other group identity, or other characteristic protected by law.

Critical examination of beliefs, including critical commentary on another person's views, does not by itself constitute hostile conduct or harassment. One of the underlying rationales of these policies is to promote the free exchange of ideas, not to inhibit it.

1. *Events and Workplace*

Following are some examples of conduct that would violate these policies at Events:

- Yelling at or threatening colleagues, community members, speakers, attendees, or staff
- Any significantly disruptive conduct physical or verbal
- Repeated interruption of a community member, audience member, attendee, speaker or performance
- Creation of an atmosphere of harassment or intimidation, including but not limited to stalking (whether physical or virtual)
- Conduct or communication that would offend a reasonable person, including but not limited to unwelcome attention; remarks or conduct having sexual innuendo; humor involving race, sex, or other classifications; comments intended or construed as being derogatory to an entire class of persons
- Actual, threatened, or implied retaliation against a person for complaining about a violation of these policies or for cooperating with an investigation into a complaint

2. *Media*

a) Content Objectives

- Keep communication relevant to NCECA's mission and its artistic and educational focus
- Be transparent and authentic about your identity, affiliations, and intent
- Observe legal requirements, including intellectual property rights and confidentiality, and giving credit to content creators
- Use and disclose only information that you are authorized to have, use, or disclose
- Be personally responsible for the information you post

b) Prohibited Content

- Posting sensitive, private, or potentially embarrassing information about anyone in a way that could potentially lead to identifying the person
- Posting any content that could reasonably be perceived to be—or that the subject of the post might perceive to be—threatening or harassing

- Impersonation of another person, whether actual or fictional
- Posting content, or link to any source, that is not consistent with NCECA's mission and its artistic and educational focus
- Posting content that is unlawful or promotes unlawful activity

### 3. *Procedure*

Persons who are the targets of, or witnesses to, hostile or harassing conduct during events should contact either the [NCECA Conference Manager](#), [NCECA Conference Specialist](#) or [Office Manager/Membership Coordinator](#) staff members. If safe to do so, targets and witnesses may also ask offenders to stop the offensive conduct or communication.

Persons who are the targets of, or witnesses to, hostile or harassing conduct via online media should contact either the [NCECA Communications Director](#) or the [NCECA Social Media Curator](#). If safe to do so, targets and witnesses may also ask offenders to stop the offensive conduct or communication.

No person shall be retaliated against for complaining in good faith about a violation of these policies or for cooperating with an investigation into a complaint.

Reports of hostile or harassing conduct will be promptly addressed. If staff is unavailable to receive a report, then suspected violations of these policies may be reported to one of the following individuals:

- [NCECA Board Steward](#)
- [NCECA Programs Director](#)

The identities of persons participating in an investigation and the information they provide will not be shared with individuals who do not have a legal or legitimate need to know.

The NCECA Staff and Board of Directors directories can be found here: <https://nceca.net/contact-us/>

### 4. *NCECA Responses*

These policies are intended to promote safe and creative spaces for NCECA membership and worldwide communities that are inclusive and welcoming. Individuals or organizations whom NCECA in its sole discretion has found to have violated these policies may be asked to cease their participation in the relevant forum—e.g., an event, a platform, a threaded conversation, etc.—and may lose their ability to engage in future NCECA activities, including being removed from membership, invitation lists, lists of authorized users, etc.

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