# **TOPx Slack Community Guidelines**

Welcome to the [agency name] TOPx Slack workspace. We’ve created these community guidelines to make sure our Slack community is a collaborative, engaging place to meet other sprint participants and collaborate with them effectively. This code and related procedures apply to behavior occurring in all community venues — online and in-person— as well as in all one-on-one communications, and anywhere such behavior has the potential to adversely affect the safety and well-being of community members.

## **Values**

* **Diversity and inclusion make our community strong**. We encourage participation and voices from all backgrounds. We value all kinds of knowledge, experience and education and ask anyone participating in this workspace to do the same.
* **We do not tolerate any disrespect of any sort.** Our goal is to maintain a safe, helpful and friendly community for everyone, regardless of experience, gender identity and expression, sexual orientation, disability, personal appearance, body size, race, ethnicity, age, religion, nationality, economic status, education, or other defining characteristic.
* **As part of your respect for others’ time, we ask everyone to take a moment before posting in this workspace to ensure your content is respectful, patient, and positive.**  Everyone is here by choice and we aim to make this a positive experience, and need your cooperation to do that.

### This workspace is for:

1. **Engaging other participants in TOPx.**

Use the variety of channels to connect with people in your team, sprint cohort, or the broader stakeholder community. This workspace is here for you to make meaningful connections with other participants and strengthen the integrity of the products that are built.

1. **Respecting other points of view.**

Everyone in the sprint has valuable insight to offer to the group. Please communicate your viewpoints in a concise, respectful manner.

1. **Being mindful of other people’s time.**

All people participating in TOPx have other full-time commitments, so please respect everyone’s time. Keep your posts concise, allow time for others to respond to questions, and be courteous to one another.

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### This workspace is NOT for:

1. **Advertising, selling, or pitching products that are not part of the TOPx sprint.**

Please do not use this space, or contact information gathered from it, to advertise your company’s offerings to other participants or government agencies. Participants contact information may not be shared without permission or used for any type of marketing or distribution.

1. **Political conversation.**

Please refrain from discussing partisan issues on this Slack workspace.

1. **Disrespectful behavior.**

We have a zero tolerance for any behavior that is disrespectful, disruptive, or violates the community guidelines. In the event that individuals are unable to follow these guidelines, admins reserve the right to ask them to leave the workspace, or revoke their invitation.

## **Slack Etiquette**

Here are some quick tips to help you understand how to best utilize the Slack workspace:

* **Tagging people:** Use the at sign (@) to tag people in conversations or speak directly to someone in a channel. This is a good way to ask questions to specific people.
* **Direct message:** If you’d like to start a 1:1 conversation with someone, create a direct message with them. This is a good way to coordinate with an individual or to share information directly with someone.
* **Threads:** If someone asks a question and you want to reply to it, reply via a thread so the conversation can be followed easily. This is a helpful way of asking and responding to questions in a way that can be followed by other people.

Slack moderators reserve the right to issue a warning to those behaving inappropriately and will delete any posts that violate this code of conduct. We also reserve the right to remove any participants who are being disruptive in this space. We appreciate your help in following these community guidelines. If you feel anyone is not following the community guidelines, please let a moderator know. Here is a list of the current moderators and their Slack IDs:

* [Sprint facilitators’ information]