



Wikimedia Australia Safe Space Policy (2023)

Safe space policies are guidelines for virtual and in-person Wikimedia community gatherings which advise that all participants seek to encourage a positive and constructive experience for all other participants.

Updating: https://wikimedia.org.au/wiki/Safe_Space_Policy from 14 March 2016

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This edition takes into account [WMF Universal Code of Conduct](#) (January 2023) and is based on [Wikimedia Netherlands Friendly Space Policy \(2023\)](#) and [Protocol Enforcement and Reporting \(2023\)](#).

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Safe Space Policy

Summary

Wikimedia Australia wants all its events, activities, platforms and channels to be accessible, safe and welcoming for everyone. We work on the basis of friendliness, respect, collegiality and solidarity, so that we can agreeably collaborate on free knowledge. We want to empower as many people as possible to actively participate in Wikimedia projects and platforms, to reach our vision of a world in which everyone can share in the sum of all human knowledge. This is the basis of our Safe Space Policy (SSP).

1. Introduction

Wikimedia Australia (WMAU) wants all its events, activities, platforms and channels to be accessible, safe and welcoming for everyone. To achieve this, the Safe Space Policy (SSP) establishes a minimum set of guidelines for behaviour. WMAU has implemented the Universal Code of Conduct (UCoC) of the Wikimedia Foundation through this Safe Space Policy.

2. Expected behaviour

At WMAU, we believe everyone is responsible for their own behaviour, and we are guided by the following principles:

- Be friendly. Be considerate of other attendees and participants - give them a hand when they need support and stand up for them when they are treated in a way that does not meet the [Universal Code of Conduct](#);
- Put yourself in another person's shoes - show empathy:
 - Respect the preferences, sensitivities, traditions and needs of others, including the boundaries set by another person and the way they name and describe themselves;¹
 - Respect the right of others to hold opinions or views different from your own;
 - Respect that others have experiences different from your own.
- Assume good faith. Give constructive feedback to others, and respond favourably when others give you constructive feedback;

¹ **Explanation of how groups describe themselves:** People may use a specific name to describe themselves or their community, rather than the name historically used by others to describe them; People who express a particular sexual orientation or gender identity using specific names or pronouns; People with particular physical or mental additional needs who use specific terms to describe themselves. People with names who use certain letters, sounds or words from their language that may be unfamiliar to you. These examples are illustrative and not exhaustive.

- Take and accept responsibility for your own actions and their (unintended) consequences; apologise to those you have (unintentionally) hurt or harmed.

3. Unacceptable behaviour

At WMAU, we consider the following types of behaviour, among others, to be undesirable, both online and in-person:

- a. Offensive comments or behaviour, and insults;²
- b. Threats³ of any kind;
- c. Obstructing constructive progress, such as continuing to return to decisions that have been made and discussion points that have been settled;
- d. Doxing⁴: disclosing private information of others without their express permission;
- e. Physical violence or encouraging violence;
- f. Sexually oriented language, or the sharing of sexually oriented video, audio or images when this does not directly contribute to the content of the topic being discussed;
- g. Sexual harassment⁵ and unwanted sexual attention;
- h. Stalking: annoying pursuit of others;
- i. Trolling: deliberately disrupting conversations, presentations or other activities with the aim of escalating situations and provoking emotional reactions;
- j. Taking photos, videos and audio recordings of others without permission.

WMAU does not condone abuse of power, privilege or influence. This applies to everyone. It applies in particular to people who are considered authoritative based on their position, experience and merit, such as committee members, staff members and volunteers representing WMAU.

4. Application and validity

The SSP applies to all platforms and channels managed by WMAU and during all in-person and virtual events and activities organised by WMAU.

² **Explanation on insult:** Insults may refer to assumed characteristics such as intelligence, appearance, ethnicity, race, religion (or absence thereof), culture, sexual orientation, gender, disability, age, nationality, political affiliation, or any other characteristics.

³ **Explanation on threat:** Explicitly or implicitly suggesting the possibility of physical violence, embarrassment, unfair and unwarranted damage to reputation, or intimidation by suggesting unwarranted legal action to win in a dispute or to force someone to behave the way you want them to.

⁴ **Explanation on doxing:** This includes the disclosure of personal information about another person on the Wikimedia projects as well as the disclosure outside the projects of information about the activities of another person on or for the Wikimedia projects.

⁵ **Explanation of sexual harassment:** Including the use of sexualised language or images, and sexual attention or advances of any kind when it can be reasonably assumed that this is unwelcome, or when consent could not be given.

Everyone⁶ who is present on these platforms and channels, or participates in these in person and virtual events and activities, is expected to abide by the SSP.

The SSP applies to everyone, regardless of their position, knowledge, skills or achievements.

Failure to abide by the SSP may result in action.

The SSP should be shown, described, and/or provided at all events organised or in partnership with WMAU and its representatives. (See: Protocol Enforcement and Reporting **3. Publicising the SSP**)

5. Enforcement

5.1 Principles

Enforcement of the SSP by WMAU is based on the following principles:

1. the primary purpose of the following measures enforcing the SSP is to maintain a safe, positive and constructive environment, and to restore confidence and a sense of security among all parties involved after an incident.
2. before any action is taken, the possible offender will first be addressed directly about the undesirable behaviour, with the aim of restoring a safe and pleasant environment through consultation;
3. in case of a possible violation of the SSP, everyone - the injured party, the offender and possibly other parties involved - will be approached respectfully⁷;
4. when someone is allowed to participate again after a temporary exclusion, WMAU will support the offender, the injured party and possible other parties involved in order to increase mutual understanding and prevent repetition.

5.2 Reporting

Any person present on platforms and channels managed by WMAU, or at events and activities organised by WMAU, may report a (suspected) violation of the SSP. This is also possible if someone was not personally involved in the violation, but only observed it or was informed about it by someone directly involved.

The process of reporting will be simple, accessible and flexible, and will offer maximum guarantees for the privacy of all parties involved.

Information on the SSP, and on how to report incidents, will be made available in an accessible manner on all platforms and channels managed by WMAU, and during all events and activities organised by WMAU. Where possible, this information will be actively brought to the attention of attendees.

⁶ **Definition everyone:** Irrespective of age, mental or physical ability, physical appearance, national, religious, ethnic and cultural background, social class, language ability, sexual orientation, gender identity or profession.

⁷ **Note on respect:** This also means that WMAU takes into account any medical, psychological or neurological factors that influence the behaviour of those involved.

WMAU commits to investigate all reports, and deal with them appropriately within a reasonable time.

5.3 Actions

When a person fails to comply with the provisions of the SSP, WMAU, or a WMAU representative, may take such action(s) as it deems appropriate. This includes, but is not limited to, one or more of the following measures:

- a. warnings or reprimands (both verbally and in writing);
- b. exclusion of an individual from further participation in the event or activity in question;
- c. a ban on approaching certain other persons during WMAU events or activities or on WMAU platforms and channels;
- d. exclusion of a person from one, several or all events, activities, platforms and channels for a fixed or indefinite period of time (apart from the exclusion of members of WMAU from the Annual General Meeting as defined by applicable law - see 5.7 below);
- e. Report the incident to Trust & Safety of the Wikimedia Foundation to review the issue under their Office Actions Policy;
- f. In cases of possible criminal offences, WMAU may report the matter to the police or judicial authorities, or support victims in making their own report.

5.4 Other measures

WMAU assumes good faith from people who register for WMAU events and activities: we assume that they have the intention to abide by the SSP.

WMAU may, if it sees fit, individually approach people who have registered before the event to specifically inform them of the expectations surrounding their behaviour at the event. This may include:

- people who behave (or have behaved) in a way that is clearly contrary to the SSP, including behaviour on other projects, platforms and channels, or during events and activities of parties other than WMAU;
- people who are actively involved in a (heated) conflict on a Wikimedia project.

Based on the discussion, WMAU may, as a prevention, decide to ban someone from participating in an event or activity.

5.5 Consequences of individual blocks on Wikimedia projects

Persons who are blocked on a Wikimedia project cannot participate in WMAU events and activities while the block is in effect (See 5.6). The Board can, at the request of the blocked person and after consultation with those directly involved, decide to grant a partial or full exemption.

No exemption will be granted if the event is related to the reason for the block - to be determined at the discretion of WMAU. This includes the presence of persons who were targets of personal attacks or (legal) threats by the blocked individual.

This decision of WMAU cannot be appealed.

5.6 Consequences of measures taken by WMF

Persons who have been issued with a *block* or *ban* including *global block* or community global ban by the global community functionaries, or a *WMF global ban*

(https://meta.wikimedia.org/wiki/WMF_Global_Ban_Policy) or *event ban* by WMF

(https://meta.wikimedia.org/wiki/Event_Ban_policy) or on any WMF platform cannot participate in WMAU events and activities as long as it is in force.

5.7 Consequences of measures taken for WMAU members concerning their participation in the Annual General Meeting

The exclusion of members of Wikimedia Australia from WMAU events, activities, platforms and channels due to SSP measures, or measures taken by WMF, does not apply to their participation in the Annual General Meeting. For exclusion from the Annual General Meeting, a member must also be suspended or expelled from membership.

For further information, please refer to the [Rules of Association](#) of Wikimedia Australia.

5.7 Responsibility

Responsibility for maintaining the SSP lies with the WMAU Board and the WMAU Executive Officer (EO). The Board reports at least once a year to the Annual General Meeting.

The Board appoints the EO and a member of the Board to be responsible for SSP.

The Board delegates responsibility for the implementation of the SSP at all WMAU events, activities, platforms and channels to the EO or their delegate. The EO is responsible for setting up and maintaining a system for reporting, monitoring and training.

Protocol Enforcement and Reporting

1. Intro

The Safe Space Policy (hereafter referred to as SSP) applies to all platforms and channels managed by WMAU and during all physical and virtual events and activities organised by WMAU. Everyone who is present on these platforms and channels⁸, or participates in these physical and virtual events and activities, is expected to abide by the SSP. The SSP applies to everyone, regardless of position, knowledge, skills or performance.

In this document we describe how we enforce the SSP within Wikimedia Australia (hereafter referred to as WMAU). The document is a practical application of the SSP. In that sense, it is subordinate to the SSP: the text of the SSP is leading.

2. Responsibilities

2.1 Within the organisation

- a. The final responsibility for enforcement of the SSP lies with the WMAU Board and the EO. The Board reports at least once a year to the Annual General Meeting.
- b. The Board appoints one of its members to handle the SSP issue.
- c. The Board delegates responsibility for the implementation of SSP in all WMAU events, activities, platforms and channels to the Executive Officer (EO) or their delegate. The EO is responsible for establishing and maintaining a system for reporting, monitoring and training.
- d. SSP contacts - the EO or Board member SSP is ultimately responsible for appointing SSP contacts at - in principle - each activity and event, and for each platform and channel. (see also 2.2) This contact is mandated to take all measures necessary to ensure enforcement of the SSP during the activity or event, or on the channel/platform, in accordance with the Enforcement and Reporting Policy.
- e. If necessary the WMAU Board shall appoint a confidential mediator, either from the community or an external person with specific expertise, who will have the following responsibilities and powers:
 - i. to act as point of contact for anyone within or in contact with WMAU (including members, volunteers, employees, trainees, visitors, participants) who wishes to discuss in confidence a matter related to the SSP
 - ii. provide solicited and unsolicited advice to the WMAU Board and management concerning the SSP.

2.2 Activities, events, channels and platforms

⁸ Platforms and channels means all websites and wikis, email accounts, mailing lists, accounts and groups on social media and messaging services owned or operated by WMAU.

- a. WMAU appoints one or more SSP contact persons for each activity and event, and for each platform and channel.
- b. It is not strictly necessary to designate a SSP contact person for meetings where only employees/Board members of WMAU are present, or where several persons are present who have completed a SSP training course (see 2.2 f). The main point is that WMAU (represented by EO and/or Board member SSP) is confident that the safety of participants is adequately guaranteed.
- c. A designated SSP contact person is mandated by WMAU to take all necessary measures to ensure the enforcement of SSP during the activity and event or on the channel/platform.
- d. The number of designated contact persons per activity, channel or platform is determined on the basis of, among other things, the number of expected participants, duration of the activity and intensity of interaction.
- e. A SSP contact person has completed at least a basic SSP/Universal Code of Conduct training.
- f. SSP/UCoC training courses include, but are not limited to:

- i) WMF Dashboard Training Library - Support and Safety training modules
<https://outreachdashboard.wmflabs.org/training/support-and-safety>

- ii) WMF Universal Code of Conduct training - to be developed in 2023-2024 by the Universal Code of Conduct Coordinating Committee (U4C) Building Committee.
https://foundation.wikimedia.org/wiki/Policy:Universal_Code_of_Conduct/Enforcement_guidelines#2.2_Recommendations_for_UCoC_training

2.3 Activities at locations where WMAU has no formal authority

WMAU cannot enforce the SSP in domains/locations where it is a guest and has no formal authority. If a WMAU-organised activity takes place in a virtual or physical space where WMAU does not have formal authority, we may discuss with the responsible parties (managers, owners, moderators) in advance the extent to which the WMAU SSP is consistent with the rules that normally apply in this space. Where necessary, we make additional agreements to ensure a respectful and safe environment, especially if visitors can reasonably expect WMAU to ensure their physical and social safety. If such safeguards are not possible, WMAU may withdraw from the activity, or make it clear to participants that the SSP is not in force.

3. Publicising the SSP

3.1 WMAU shall ensure that any participant in a WMAU event or activity, and any visitor to a WMAU platform or channel, can reasonably be aware of the scope and content of the SSP.

3.2 The full and current text of the Safe Space Policy is published on the WMAU wiki and website. The SSP is further published via

- a. a link on pages of activities, events, and meetings, and the corresponding application forms;
- b. a link as a footnote on all pages of all WMAU platforms and channels, for both logged-in and non-logged-in users (where appropriate and technically possible);

- c. a summary of and link to the full text in printed materials for participants in activities and events;
- d. a summary of and link to the full text in all WMAU run event presentations;
- e. an explanation of the SSP contact person during activities and meetings. In case of virtual meetings, the link to the full text is also shared in the public communication channels (e.g. chat function).

3.3 By registering for, or attending, an activity or meeting, or by placing a contribution on/in a platform or channel, a person declares to comply with the SSP.

4. Acknowledging the SSP by Board members, employees and volunteers of WMAU

4.1 The following persons are required to confirm in writing that they acknowledge the Safe Space Policy, and will abide by it:

- a. All employees, interns, trainees, Board members, and contractors of WMAU;
- b. All holders of advanced rights on WMAU channels and platforms;
- c. Anyone involved as an organising volunteer in an event or activity organised or funded by WMAU, or representing WMAU in an event or activity;
- d. Anyone formally involved in implementing the SSP, e.g. as a member of the SSP-subcommittee or delegated person;

4.2 The statements shall be renewed upon re-election or re-appointment, or otherwise no later than every three years;

4.3 Employees and SSP subcommittee members are expected to have attended and completed basic training in Friendly Space Policy / Universal Code of Conduct. See 2.2 f (List of training).

5. Action when violations of the SSP are observed

If a WMAU employee or Board member, or a SSP contact person designated by WMAU, observes or suspects a SSP violation, he or she is obliged and authorised to take action, even if no report has been made by a person involved. In doing so, the protocol for dealing with reports is described in Article 7 and should be followed to the greatest extent possible.

6. Preventive measures

WMAU will make every effort to prevent violations of the SSP during activities or events, or on platforms and channels. This includes, among other things

- a. checking the list of registered participants in advance for:
 - i. people who have been excluded from participation by WMAU or WMF;

- ii. people who are blocked on a Wikimedia project, and who have not been issued with an exemption by the Board (SSP 5.5).
 - iii. people who behave (or have behaved) in a way that is clearly contrary to the SSP, including on other projects, platforms and channels or during events and activities of parties other than WMAU;
 - iv. people who are actively involved in a (heated) conflict on a Wikimedia project;
- b. Taking measures to prevent people as mentioned under a) from participating;
- c. when the EO or the SSP Board member deems it necessary, approach people mentioned in b)-d) individually in order to explicitly inform them about the expectations concerning their behaviour during the event;
- d. the EO or the SSP Board member can decide to exclude someone as a preventative measure from participation. This will be communicated in writing to the person concerned.
- e. Measures as mentioned under bullet 2-4 are recorded in the relevant file(s).

7. Reporting violations of the SSP

7.1 Anyone present on platforms and channels managed by WMAU or at events and activities organised by WMAU may report a violation or suspected violation of the SSP. Source: SSP 5

7.2 A report can be made

- a. via a report form on the WMAU website, [available here](#)
- b. orally or in writing to a SSP contact person, the Executive Officer of WMAU, or the WMAU Board member responsible for SSP.

7.3 Reports are always made in confidence. WMAU will exercise maximum restraint in making any announcements concerning reports made, particularly concerning the identity of persons involved in an incident. Where possible, WMAU will accommodate the wishes concerning privacy of those involved.

7.4 Anonymous reports will not be investigated.

7.5 A report should preferably be made as soon as possible after the incident. WMAU does not impose a deadline for reporting. However, proper investigation of an incident is hampered if there is a long interval between the incident and the report.

8. Reporting during an activity/event

8.1 During an (online) event or activity, reports may be made to the designated SSP contact person(s) or, if the contact person is not available, to a WMAU employee or Board member.

8.2 WMAU shall clearly indicate for each event and activity, and on each channel and platform

- a. who the SSP contact person is;
- b. in what ways the contact person may be reached;

c. in what other ways (other than by contacting the contact person) a report can be made.

8.3 Upon receipt of a report, the SSP contact person assesses whether

- a. there is a violation of the SSP;
- b. immediate action is necessary and desirable;
- c. the report can be processed through the regular reporting and investigating process;
- d. an employee, EO or Board member of WMAU needs to be informed immediately.

8.4 Immediate action after report during activity/event

- a. After receiving the report, the SSP contact person seeks contact with the (possible) violator and asks their view on the report.
- b. The SSP contact person decides whether the report can be dealt with adequately by addressing the violator in person about the undesirable behaviour (SSP 5.1 - 2).
- c. If this is not the case, the SSP contact person can take the following measures:
 - i. verbal reprimand;
 - ii. exclusion of the person from further participation;
 - iii. a prohibition to approach certain other persons;
 - iv. report to the police, or support victims in making a report themselves.

8.5 In all cases (even when no action is taken), the SSP contact person makes a report in which the following is stated

- a. nature of reported incident
- b. persons involved in the incident
- c. who made the report
- d. actions taken

8.6 This report is shared with the EO of WMAU within 48 hours after the incident. The EO decides, possibly in consultation with the SSP Board member, whether further action is necessary.

9. Reports made in bad faith

9.1 In the event of a report without any foundation or a report made in bad faith (maliciously), WMAU may decide not to act on the report. This decision is taken by the Executive Officer and Board member SSP together. If one of them is directly involved in the report, the decision not to deal with the report is taken by the Board.

9.2 If such a report is made during an activity or meeting, the decision is taken by the SSP contact person, preferably in consultation with a second person (employee or Board member WMAU).

9.3 If a person makes a report for malicious purposes or in bad faith, or makes a report for which there is no factual basis, this can be regarded as a breach of the SSP. The EO will report this and the

Board will decide on possible measures. The Board will follow the procedure as described in art 10 and 11.

10. Investigation of report

10.1 Conduct of the investigation

- a. The investigation of the report of a violation is carried out under the responsibility of the EO.
- b. In cases where the EO or employees of WMAU are involved as a reporter or potential offender, the responsibility lies with the Board member in charge of SSP.
- c. EO and/or Board member SSP may delegate the actual conduct of the investigation to a third party or the appointed mediator.
- d. Persons who were directly involved in an incident or who have a close relation with one of the parties involved, cannot be charged with the investigation.
- e. The reporter, the possible perpetrator and other persons directly involved are informed about the process of investigation, the persons who will carry out the investigation and the time schedule. They will also be informed of the progress of the process.

10.2 Hearing those involved

- a. Everyone directly involved in the incident will be given the opportunity to express their views.
- b. Those involved may be accompanied or advised by a third party in their dealings with the investigator. The support person is to provide emotional support only and they cannot interject, get involved or put themselves in the place of the person involved.

10.3 Report

- a. After the investigation has been completed, a report is drawn up in accordance with [this format](#).
- b. The draft report is discussed with the reporter, the possible perpetrator and any other persons directly involved. The privacy of all those involved is taken into account, especially if the reporter is not the victim. This may mean that the report is (partly) anonymised and/or that certain parts are redacted.
- c. WMAU aims to complete the investigation and the report on the investigation within one month of receiving the report. This depends on the nature and seriousness of the incident.
- d. The report shall be submitted to the person authorised to impose the measure.

11. Determination of measures

11.1 Determining measures will be based on the listing in SSP at 5.3.

The primary aim of the measures below is to maintain a safe and pleasant environment, as well as to restore trust and a sense of security among all those involved after an incident

- a. warnings or reprimands (both verbal and written);
- b. exclusion of a person from further participation in the event or activity

- c. a ban on approaching certain other persons during WMAU events or activities, or on WMAU platforms and channels;
- d. the banning of a person from one, several or all events, activities, platforms and channels for a limited or indefinite period of time (with the exception of the exclusion of WMAU members from the Annual General Meeting);
- e reporting to the Trust & Safety team of the Wikimedia Foundation;
- f. disqualify from, or cancel, membership of Wikimedia Australia.

11.2 It is possible to impose a different type of measure provided that it is well-founded and in accordance with the principles laid down in Article 5.1 of the SSP.

11.3 Measures mentioned in 11.1 a-c are formally imposed/confirmed⁹ by the Executive Officer and/or the Board Member SSP; measures mentioned in 11.1 d-f by the Board.

11.4 In cases of possible criminal offences, WMAU can make a report to the police or judicial authorities, or support victims in doing so.

11.5 In determining measures, consideration will be given to:

- a. the nature and severity of the violation;
- b. any past history, including on Wikimedia projects outside the immediate WMAU domain, if relevant;
- c. the role and responsibilities/competencies of the person who has violated the SSP, with violations by employees and elected officials being given weight
- d. any personal or social factors that may have influenced, or may have influenced, the behaviour of individuals.

11.6 Measures will, in principle, be communicated within six weeks of the publication of the report, depending on the complexity of the case.

12. Consultation with other parties

12.1 Where relevant, WMAU will consult with, inter alia, the following parties when investigating a report or determining measures:

- a. [WMF Trust & Safety team](#)
- b. [WMF Legal](#)
- c. Arbitration committees of Wikimedia projects
- d. [U4C - Universal Code of Conduct Coordinating Committee](#)¹⁰

⁹ Confirmation: if the sanction was imposed by the SSP contact during an activity.

¹⁰ See:

https://foundation.wikimedia.org/wiki/Policy:Universal_Code_of_Conduct/Enforcement_guidelines

12.2 WMAU may seek the advice of external experts when investigating a report and/or determining measures.

13. Publication

13.1 WMAU will exercise the greatest restraint when sharing information about an incident and the persons involved.

13.2 The (alleged) offender and the (alleged) victim will receive the fullest possible text of the final report, including a description of any measures. For reasons of privacy, the report may be (partly) anonymised and/or certain sections may be omitted at the discretion of WMAU.

13.3 If the person reporting the violation is not the (alleged) victim, they will only be informed of the main points of the procedure.

13.4 Within WMAU, the full text of the report will initially only be available for inspection by the person or persons authorised to take a decision on the handling of the case or the imposition of measures. In the event of an appeal, the appeal body handling the case will also have access to the report.

14. Reporting on SSP

14.1 WMAU maintains a complete and up-to-date overview of reports received of possible violations of the SSP, the status of the investigations and any measures imposed.

14.2 An anonymised summary version of this overview can be accessed via the WMAU Wiki.

14.3 Twice a year, the Executive Officer reports to the Board on reports received within the framework of the SSP and the handling of these reports. The Board member SSP has full access to the files.

14.4 The annual report of WMAU shall contain a paragraph on the SSP. This report shall include at least the number of reports received, the number of reports dealt with, the number of times measures were imposed and which measures, and the number of appeal cases. This paragraph is discussed as a separate agenda item during the Annual General Meeting.

15. Keeping records

15.1 A file shall be made of each report, with a unique case number. All correspondence, meeting reports and documentation of the decision making process concerning a report is kept in this file. This also applies to reports that have been dealt with during an activity or meeting.

15.2 Only the Executive Officer of WMAU and the responsible Board member have access to these files, and the Board and the SSP committee when dealing with appeal cases.

15.3 The person about whom a report has been made or against whom a measure has been taken may request access to the file on their case. This request will in principle be honoured, with WMAU possibly anonymising parts of the file to ensure the privacy of others involved.

15.4 A list of persons subject to measures is available to SSP contacts, WMAU employees and the SSP Board member.

15.5 Files concerning SSP reports are kept for two years after the processing of the report, or at least two years after the expiry of a measure, if any.

15.6 If the person against whom a measure was imposed is penalised again within the period of two years, this is reason to link the original file to the newer file as far as retention periods are concerned.

16. Appeals

16.1 Both the person who reported an alleged breach of the SSP and the person against whom measures are imposed, as well as other persons directly involved in the incident, have the possibility to appeal against decisions.

16.2 Appeals shall be made in writing to:

- a. if the original decision was taken by the Executive Officer and/or the Board member with the SSP portfolio: the WMAU Board. Thereafter, no further appeal is possible within WMAU.
- b. if the original decision was taken by the WMAU Board: the SSP Board established by the Annual General Meeting. Thereafter, no further appeal is possible within WMAU.

16.3 Appeals must be lodged within 8 weeks of the original decision being announced.

16.4 Decisions made during a meeting or activity in the context of the SSP are not subject to appeal during that event. However, it is possible to file a written appeal after the meeting.

17. Support for those involved

17.1 WMAU will, if requested, provide guidance and support to those affected by a violation of the SSP to enable them to return to participating in WMAU activities and meetings with confidence and enjoyment.

17.2 WMAU will endeavour to enable persons who have been the subject of measures to resume participating in activities and meetings once the measure has ended. This includes, for example, offering training and/or personal coaching.

17.3 WMAU recommends the following support resources:

https://meta.wikimedia.org/wiki/Mental_health_resources#Australia

<https://www.lifeline.org.au/get-help/service-finder>

Incident Report form

Incident notification Safe Spaces Policy - number [year] - [sequence number]

DO NOT COMPLETE THIS DOC - MAKE A COPY !

Before your event or gathering

Event Facilitators and Organisers, advise:

1. the WMAU Executive Officer - provide an email address and contact person for your event, as well as event details.
2. the WMAU staff - Check the email address safety@wikimedia.org.au by ensuring it is directed to correct contact person/s.
3. Alert the WMAU Safe Spaces Subcommittee of your event
4. the participants:
 - a. Provide the link to the WMAU Safe Spaces policy (https://wikimedia.org.au/wiki/Safe_Space_Policy),
 - b. Identify SSP contact person/people,
 - c. Provide direction to this [Incident Report form](#) and the email address safety@wikimedia.org.au

Incident Report

Notification

Briefly: what - when - by whom - with whom.

Background

Description of relevant information about those involved, history, relevant previous incidents - both within WMAU and elsewhere.

The WMAU meeting/activity where the incident took place

Description of activity or meeting + involvement of WMAU

Location

Participants (number and background)

Goal/program

Organisation SSP

Details - any other relevant events during the meeting

Detailed description of incident (reason for reporting)

Extensive description of the reason for reporting (the incident/behaviour, etc.)

Investigation following the report

Description of what WMAU has done to obtain the most complete and correct possible picture of the reported incident - both immediately and after the end of the activity where the incident took place.

Conclusion

Judgement on the nature and seriousness of the incident, both immediately and after completion of the investigation

Measures taken in response to the report

Actions/steps taken by WMAU - both immediately and after the end of the activity where the incident took place

Feedback and reporting

How/when were those involved kept informed during and after the investigation? Any reactions.