



Incident Response Procedure

Pixel Pals MB Incident Response Plan

Any behavior that contravenes the spirit of NMM's Event Code of Conduct and Safe Space Policy won't be tolerated. These policies can be found at www.newmediamanitoba.com/pixel-pals-mb and applies to all virtual and in-person events, all attendees/participants, staff, volunteers, organizers, speakers, partners, sponsors and vendors.

Intake/Discovery

When a report is made, confirmation of receipt will be provided within 72 hours and the community safety team will convene within one week of receipt. During this meeting, team members will recuse themselves if they feel there is a conflict of interest.

Remaining members will discuss the report and determine how to proceed. Reporter(s) may be contacted for additional information, and if the safety team feels the subject(s) input is important to a just process, the reporter(s) will be notified in order to address security concerns and receive any necessary consent. Ideally this process can happen within a few days, but in the event of delays, the reporter(s) will be updated with status reports.



The information shared through the Incident Reporting Form is confidential & will NOT be shared with anyone outside of the Pixel Pals MB Conflict Resolution Committee without your consent.

Decision

Once the safety team feels they have enough information to render a decision, the reporter(s) will be contacted by a member of the community safety team to review the proposed actions. This is to ensure they feel the proposed response does not expose them to unwanted risk. If changes are suggested, they will be brought back to the community safety team and the proposed response updated.

Resolution

If the safety team is able to move forward with the response, the subject(s) will be contacted and informed of the decision rendered, and any sanctions to/expectations of the subject(s).

These may include, but are not limited to:

- ▶ Warnings about behaviour and expected changes to it.
- ▶ Removal from events and community spaces for a period of time.

An anonymous summary of the incident, actions taken by the safety team, and outcome, will be written up and posted/archived for the community's awareness, to provide transparency to the process, and allow for community feedback in order to improve the safety team's processes.

*Pixel Pals MB is an NMM initiative and is run by a volunteer Executive Committee of local game developers, artists, digital media advocates, and community programming experts who embody the community this meetup group is meant to serve.

