

8th Light Code of Conduct

Working with 8th Light

8th Light endeavors to create an atmosphere that is inclusive, welcoming, and supportive. 8th Light's core value of humanity encourages mutual respect, promotes civil and congenial relationships with all our stakeholders. We dedicate ourselves to providing a harassment-free workplace for everyone. We embrace the following Code of Conduct.

Our Conduct Guidelines

Our conduct guidelines focus on the type of behavior that builds an inclusive culture. We seek to remove obstacles to learning by having a set of conduct guidelines. Certain norms in our culture are implicit, and these guidelines aim to make these norms more explicit. Most of our guidelines boil down to "be considerate." We know that this means different things to different people, so we describe the behavior we want to promote.

Impact Matters

We recognize that the impact of an action can be different than the intention of an action. We're aware that sometimes words and actions, while not intended to be offensive, can be perceived differently by others. We are mindful of this and respectful of each other. We work towards eliminating behaviors that exclude and marginalize others. We apologize authentically when we make mistakes.

Self-Education on Diversity, Culture, and Inclusion

We're aware of the emotional labor expended by those in our community from underrepresented groups, so we educate ourselves about issues regarding diversity, culture, and inclusion and its importance in our workplace. We recognize our individual privileges, and use that privilege to support others. We actively participate in training that helps us make 8th Light more inclusive.

Everyone's Time is Valuable

We value everyone's time equally. We prepare for meetings, strive to be on time, or in the case of an unplanned conflict, communicate as early as possible about tardiness or absence. If we're meeting with a client, the CEO, or another colleague, we treat them with equal respect.

Courteous Conversation & Interruption

We try not to interrupt people. We're responsive when another individual asks to not be interrupted. Not interrupting others creates an environment where all voices are heard.

Authentic Participation & Respectful Communication

We strive to be respectful and encouraging. We create an environment where people feel comfortable saying "I don't know" and "I don't understand" through authentic participation and communication. When someone shares they don't know something, our default response is enthusiasm to help them learn rather than shock or surprise that they don't already know it. We know a surprised response may cause people to hesitate next time before admitting they don't know something.

We authentically participate in conversations. When we encounter something incorrect, rather than saying "well actually..." followed by some advice, we consider either authentically joining in the conversation or say nothing at all. We don't involve ourselves just enough to correct someone. Rather, we fully engage rather than giving unsolicited or sporadic advice.

Create a Safe and Respectful Environment

We do not tolerate [harassment](#) in any form, we are dedicated to providing a harassment-free workplace for everyone, including protected classes¹. Any space we work, gather, sponsor or communicate, online or offline, are harassment-free environments. Anyone who works with 8th Light, including partners, clients, and guests, agrees to create safe and respectful environments with us. Anyone who violates these agreements may be removed from 8th Light's spaces.

Boundaries

Boundaries are an important part of any relationship, including professional working relationships. Our conduct always errs on the side of professionalism. We respect each other's boundaries. Individuals are empowered to respectfully communicate their own boundaries and when they feel others have not respected those boundaries. We're cognizant that not everyone's boundaries will be the same.

¹ In the United States protection from harassment includes freedom from harassment based on ancestry, race, age, gender, religion, marital status, national origin, gender identity and expression, sexual orientation, disability, or any other protected class. In the United Kingdom, - protection from harassment includes freedom from harassment based on age, disability, gender reassignment, race, religion or belief, sex, and sexual orientation.

Definitions of Harassment

Harassment is unwelcome conduct that: 1) makes someone feel intimidated or offended; 2) or creates a hostile or abusive environment. This conduct is unlawful when based on a protected class though 8th Light strives to cultivate a harassment-free environment for all.

Sexual harassment is unwelcome conduct that is sexual in nature, and makes someone feel distressed, intimidated or offended.'

While it is not possible to list all those additional circumstances that may constitute sexual harassment or harassment based on a protected class, the following are some examples of conduct which if unwelcome, may constitute harassment depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness:

- Offensive comments related to gender, gender identity and expression, sexual orientation, disability, mental illness, neuro(a)typicality, physical appearance, body size, race, or religion.
- Unwelcome comments regarding a person's lifestyle choices and practices.
- Unwelcome sexual advances
- Perpetuating stereotypes about groups of people
- Deliberate misgendering or use of rejected names (using the wrong name or pronouns for a person).
- Gratuitous or sexual images or behavior.
- Physical contact and simulated physical contact.
- Threats of violence.
- Incitement of violence towards any individual, including encouraging a person to commit suicide or to engage in self-harm.
- Deliberate intimidation.
- Stalking or following.
- Harassing photography or recording, including logging online activity for harassment purposes.
- Pattern of inappropriate social contact, such as requesting/assuming inappropriate levels of intimacy with others.
- Continued one-on-one communication after requests to cease.
- Deliberate "outing" of any aspect of a person's identity without their consent.
- Jokes at the expense of others, even if meant ironically or satirically.

8th Light recognizes that the law only represents a minimum amount of protection required. 8th Light endeavors to go beyond the minimum requirements to create an atmosphere that is inclusive, welcoming, and supportive.

Event Participant Rights and Corrective Actions

Any participant who feels that they are the victim of harassment at an 8th Light event should immediately report the matter.

8th Light will not retaliate against any participant for filing a complaint or making a report, and will not permit retaliation by management, employees, or fellow participants.

Reporting contacts are as follows:

All Locations and Remote: to Jenny Farver (jfarver@8thlight.com)- Co-CEO, Breanna Reader - US HR Manager (breader@8thlight.com), or Becca Townsend UK HR Manager (btownsend@8thlight.com), or via our [Anonymous incident reporting form](#).

8th Light's policy is to investigate each complaint promptly and to keep complaints and the result of our investigation confidential to the fullest extent practicable and consistent with an effective investigation. If an investigation confirms that a violation of this policy has occurred, then appropriate corrective action will be taken.

Employee Rights and Corrective Actions

Any employee who feels that they are the victim of harassment (whether from a fellow employee, supervisor, client or employee at a client site, other partner, or other source) should immediately report the matter to their supervisor, their supervisor's supervisor, or Human Resources.

8th Light will not retaliate against any employee for filing a complaint or making a report, and will not permit retaliation by management, employees, or coworkers. Any employee who feels they are being subjected to retaliation for making a harassment complaint or participating in a harassment investigation should report the matter to their supervisor, the supervisor's supervisor, or Human Resources. Supervisors will refer all harassment complaints to Human Resources who will immediately undertake a thorough and objective investigation of the harassment or retaliation allegations.

Reporting contacts are as follows:

All Locations and Remote: Jenny Farver (jfarver@8thlight.com)- Co-CEO, Breanna Reader - US (breader@8thlight.com), Becca Townsend - UK (btownsend@8thlight.com)

[Anonymous incident reporting form](#)

8th Light's policy is to investigate each complaint promptly and to keep complaints and the result of our investigation confidential to the fullest extent practicable and consistent with an effective investigation. If an investigation confirms that a violation of this policy has occurred, then appropriate corrective action, including disciplinary measures commensurate with the severity of the offense, will be taken.

In investigating complaints of harassment and retaliation under the policy, 8th Light may impose discipline for inappropriate conduct without regard to whether the conduct constitutes a violation of the law and even if that conduct does not rise to the level of violation of this policy. 8th Light will advise interested parties of the outcome of the investigation, although not necessarily all details of the actions 8th Light has taken to maintain a harassment-free environment.

If you are not satisfied with the results of the investigation or the response to your report of harassment or retaliation, you should make a full report of your concerns (including the original complaint and your concerns about the response) to the next higher level of management. You should never be afraid to take concerns about harassment, retaliation or failure to respond to any report to a higher level of management. It is our policy to encourage and protect such actions.