



COSMIC Collaboration Site Code of Conduct

Welcome to the COSMIC Collaboration Site hosted on Slack! COSMIC has provided Slack Enterprise Grid as an enabler of collaboration to its member organizations and their authorized participants. The purchased instance of Slack Enterprise Grid complies with [FedRamp](#) moderate data security standards. Access will require two factor authentication, and accounts will be limited to COSMIC participants.

To maintain a productive and respectful online environment for all users, we have established the following Code of Conduct. By accessing and using this platform, you agree to abide by these guidelines.

1. Respect for Others:

- Treat all users with respect, courtesy, and professionalism.
- Refrain from engaging in any form of harassment, discrimination, or offensive behavior based on race, gender, religion, age, disability, sexual orientation, or any other personal characteristic.

2. Professionalism:

- Maintain a professional tone and language in all interactions, discussions, and comments.
- Refrain from using offensive or inappropriate language or content.

3. Collaboration and Information Sharing:

- Encourage collaboration, knowledge sharing, and constructive discussions.
- Share information and insights in a helpful and informative manner.

4. Privacy and Confidentiality:

- Respect the privacy and confidentiality of all users and the information shared on the platform.

5. Responsible Content:

- Do not share sensitive or confidential information without proper authorization. Proprietary data or data which an organization wishes to protect should not be shared on this site.
- Do not share CUI data
 - Should you wish to share CUI data, coordinate directly with the intended recipient and utilize encrypted file sharing services approved by your organization such as DoD Safe or Box.
- Documents uploaded to Slack must have one of two labels present:
 - Approved for Release to COSMIC Members Only. Not Approved for Public Use or Release.
 - Approved for Unlimited Public Release
- Ensure content is accurate appropriate, and does not infringe on copyrights or intellectual property rights
- Do not post spam, advertisements, or unrelated content.

6. Conflict Resolution:

- In case of disputes or disagreements, attempt to resolve issues through respectful and private communication with the involved parties.
- If conflicts cannot be resolved individually, report the issue to the website administrators for mediation.

7. Reporting Violations:

- Report any violations of this Code of Conduct to the website administrators immediately.

8. Corrective Actions:

- Violations of this Code of Conduct may result in corrective actions, including but not limited to:
 - Warning notifications.
 - Temporary or permanent suspension of website access.
 - Removal of offensive or inappropriate content.
 - Legal actions in cases of serious misconduct or violations of the law.

9. Active Engagement:

- Continued access to the COSMIC Collaboration Site requires active engagement on the site. Accounts may be audited, and account holders who have not accessed the COSMIC Collaboration Site in the prior 90 days may be subject to a written notice and/or reallocation of account.



- Users who have accounts reallocated will continue to receive meeting invitations and continue to have access to all other membership privileges. To reinstate a dormant account, please email Membership-COSMIC@aero.org.

10. Code of Conduct Updates:

- The COSMIC Management Entity reserves the right to update or modify this Code of Conduct as needed. Users will be notified of any changes.

11. Acknowledgment and Agreement:

- By using the COSMIC Collaboration Site, you acknowledge that you have read, understood, and agreed to abide by this Code of Conduct.

We believe that adherence to these guidelines will contribute to a positive and productive collaboration environment. Thank you for being a part of the COSMIC community.