

OpenFOAM® Partnership Programme Code of Conduct

Community Code of Conduct

Community of people gathered around OpenFOAM® should adhere to this code of conduct as a guidance on how to behave in a collaborative environment they wish to take part in. OpenFOAM® (www.openfoam.com) represents a framework of novel and diverse scientific and engineering achievements in Computational Continuum Mechanics (CCM) which has grown over time through contributions from various sides. The spirit of openness in the exchange of ideas is to be upheld for the mutual benefit of all persons involved, but also for the benefit of the rest of the community, in a way that complies with this code of conduct.

Be considerate to others and respect them and their work. Whoever has worked on an engineering or scientific problem of any kind has always had to rely on the work which was done by their predecessors. For this reason, outstanding work is possible, when you are standing on the shoulders of giants, i.e. of those who have already contributed. The community newcomers have to be aware of the ratio of their work and the work they are building upon. Therefore, everybody within our community is requested to present their work accordingly to the public, showing appropriate gratitude and adhering to the spirit of this project. (Main) contributors should also be considerate and respectful to the newcomers, providing a positive and supportive learning atmosphere. But of course, contributors, without obligation, are free to determine at their sole discretion when and how to present their work.

Be collaborative. The OpenFOAM project is about collaboration and working together. Collaboration reduces redundancy of work and improves the quality of the software produced. You should aim to collaborate with other maintainers within the project, as well as with the upstream community that is interested in the work you do. The framework of OpenFOAM Governance, via the Steering and Technical Committee structure, encourages transparency.

Be respectful. The OpenFOAM® community and its members treat one another with respect. Everyone can make a valuable contribution. We may not always agree, but disagreement is no excuse for poor behavior and poor manners. We might all experience some frustration now and then, but we cannot allow that frustration to turn into a personal attack. It is important to remember that a community where people feel uncomfortable or threatened is not a productive one. We expect members of the OpenFOAM® community to be respectful when dealing with other contributors as well as with people outside the project and with users of OpenFOAM® technology. If the community members (both advanced and not) are considerate and respectful to each other, a proper ground is set for collaboration. The problems we are dealing with on an everyday basis are complex and are most likely to be more easily tackled if we work together.

For beginners and experts: However small the contribution, however trivial the solution, contribute. It may take hours or days for a solution to become trivial to someone, but one thing to remember is:

"The worthwhile problems are the ones you can really solve or help solve, the ones you can really contribute something to. ... No problem is too small or too trivial if we can really do something about it." (Richard Feynman)

For experts: notice the people who contribute, correct their errors, incite the contributions with advice and guidance (while doing so, be considerate and respect the work that has been done).

When we disagree, we consult others. Disagreements happen all the time and our community is certainly no exception. The important goal is not to avoid disagreements or differing views but to resolve them constructively.

Open▽FOAM® Partnership Programme Code of Conduct

Ask for help properly. Nobody knows everything, and nobody is expected to. Asking questions avoids many problems down the road, and so questions are encouraged. However, when asking a question, care must be taken to do so in an appropriate forum. Off-topic questions detract from productive discussion.

Before asking questions, do the research carefully: search for the answers on the forums; search for the answers in the documentation; the scientific literature; the source code. If you happen to ask, please provide concise and structured information regarding the problem, including the work that you have done so far.

Those who are asked should be responsive and helpful.

Step down considerately. When you leave or disengage from the project, in whole or in part, we ask that you do so in a way that minimizes disruption to the project.

Leadership Code of Conduct

There are multiple active and lead community members within committees guiding and governing specific tasks to evolve OpenFOAM® (e.g. Steering Committees and Technical Committee Chairs). Members who are put in a leadership position in these committees should adhere to this higher code of conduct. What follows is a description of the expected behaviour of these leaders.

Leadership by example. The Community Code of Conduct applies to all members, but concerns leaders to a greater extent. As leaders, they represent their committee and, ultimately, the whole project. Leadership is not an award, right, or title; it is a privilege. A leader will only retain his or her position as long as he/she acts and is seen as a leader. This means that they act with civility, respect, integrity and trust in the ways described in the Community Code of Conduct. It also means that their contributions are sustained, significant, and reliable for the period that they lead. Leaders are not autocrats: they can not, and will not, stay leaders only because they got there first. Their role stems from shared recognition and respect from their group.

We expect leadership by example: community members who take leading positions in some activity should lead by example in the following way;

- they should be reachable and available to the community members;
- they should strictly follow the Community Code of Conduct and set themselves as a driving force that forms a collaborative, stimulative, friendly and enjoyable environment within the group they lead and the rest of the community;
- they take care to act in accordance with openfoam.com structures and work flows.

Credit. A good leader does not seek the limelight but aims to congratulate the group members for the work they do. While leaders are frequently more visible than their team, leaders use their visibility to highlight the great work of their group members and others.

Keeping the personal things personal. Personal opinions regarding community or group members should never be allowed to influence the relationship between a group (community) leader and the member in question. The Community Code of Conduct is to be adhered to at all times.

Open▽FOAM® Partnership Programme Code of Conduct

Leaders in the community should never allow their personalities or personal views to impede on the free and friendly exchange of knowledge. Some methodologies may be better than others in a way which can be quantified or not. Group members may have diverging approaches in dealing with certain problems, but at the end, this diversity should be supported if it is based on sound technical data or information, because this will, in the end, enrich both the knowledge of the community and the functionality of the code. There is no need for unpleasantness if the project continues in two or more different directions; that is what version control systems are used for.

Leaders make difficult choices but are careful to act in the best interests of their communities.

Delegation. Good group (community) leaders know when not to make a decision but to delegate it to their team. The best leaders balance hard work in the community. Of course, leadership does not mean that leaders delegate unpleasant work to others. Instead, leaders balance hard work on their own - leadership by example - with delegation to others and hard work on their own.

A good leader will effectively use his time and the time of the group in the sense that he will infer some of his responsibilities to the group members in the way that corresponds to the Community Code of Conduct, this document, and common sense. This is done because the effectiveness of the group, and thus the community, is of the utmost importance. A leader's foremost goal is ensuring that their group members and team succeed.

Conflicts of interest. A leader notices when there are conflicts and, in those cases, delegates decisions to others. Since OpenFOAM® technology is used throughout industry as well as academia, it is only a matter of time before a situation involving a conflict of interest appears. When this happens, the leader is expected to inform the group and the situation is to be dealt with in a transparent and positive manner, keeping in mind the best interests of the project/community and all parties involved. When in doubt, leaders publicly ask for a second opinion. They realize that perceived conflicts of interest are as important as real conflicts of interest and are cognizant of perceptions; they understand that their actions are as tainted by perceived conflicts as by real ones.

Stepping down. This Code of Conduct discusses the importance of gracefully stepping down from a position. This is particularly important for leaders who are responsible for decisions or specific processes. For example, if your participation is needed to reach quorum in a committee, i.e. if your leadership seat is essential for decisions, then extended absences should be very carefully managed, and you should consider stepping down, or at least nominating a stand-in while you will be away, in advance. If an absence becomes extended, you should step down from your leadership position until you have more time to follow through. Conversely, this is less important in cases where the leadership role does not "block" decisions while a person is absent.

Leaders should step down gracefully - as described in the Community Code of Conduct. If a situation arises for the leader that he has no time and/or energy to follow the rules presented in this document or the Community Code of Conduct, he is to step down from this role in a proper way, so that the group, community and the projects he is involved in, suffer in the least possible amount.

(Example Codes of Conduct for open-source projects are in the public domain – the above has been compiled thanks to H.Marschall, TuD, with specific reference to *Ubuntu Community Code-of-Conduct*.)