



VIRTUAL HEADQUARTERS STAFF CODE OF CONDUCT

This document applies to every staff member (“Member”) of the Virtual Headquarters of The Satanic Temple (VHQ).

VHQ provides contracted support services to The Satanic Temple, but is an independent and officially recognized entity.

I. INTRODUCTION

This Code of Conduct describes the values that inform the work and activities of Members who provide support for Virtual Headquarters (VHQ). It also sets out guidelines for the kind of behavior that we expect of all Members and outlines procedural steps to file a complaint or allegation if a Member has not lived up to our values or reasonable expectations of behavior.

The Code of Conduct describes our values and behaviors in broad terms. It is not exhaustive and a “common sense” test will apply to complaints about conduct not covered here.

II. MEMBERS AND DIRECTOR

This guide applies to all individuals who provide support for the VHQ in any approved, official capacity including Members and the Director. The role of director is currently occupied by Ada King.

III. TENETS OF THE SATANIC TEMPLE

- One should strive to act with compassion and empathy towards all creatures in accordance with reason.
- The struggle for justice is an ongoing and necessary pursuit that should prevail over laws and institutions.
- One’s body is inviolable, subject to one’s own will alone.
- The freedoms of others should be respected, including the freedom to offend. To willfully and unjustly encroach upon the freedoms of another is to forgo your own.



- Beliefs should conform to our best scientific understanding of the world. We should take care never to distort scientific facts to fit our beliefs.
- People are fallible. If we make a mistake, we should do our best to rectify it and resolve any harm that may have been caused.
- Every tenet is a guiding principle designed to inspire nobility in action and thought. The spirit of compassion, wisdom, and justice should always prevail over the written or spoken word.

IV. VALUES OF VHQ

Action

The goal of VHQ is to facilitate community and connection between politically aware Satanists, secularists, and advocates for individual liberty. Members are expected to act in accordance with TST's Tenets.

Solidarity

We are enmeshed in overlapping systems of power rooted in a history of unchallenged theocracy. As individuals, it is our responsibility to acknowledge those systems and make alliances with the dispossessed. Collectively, it is our task to liberate ourselves and others via positive assertion of our values, rather than attack the opposition.

Liberty

Physical integrity and emotional safety are basic human rights. VHQ will revoke membership and end any affiliation with any members who assault, degrade, or cause harm to any other individual within the organization or outside. Violence or threat of violence upon a person, property, or institution shall also not be tolerated.

Character

Political resistance is a serious undertaking that requires loyalty, commitment, integrity, and courage. Members must always strive to enact these values in both our political organizing and our personal lives.

Respect & Equal Opportunity

VHQ believes that everyone is entitled to respect and should have an equal opportunity to contribute to VHQ's work. VHQ will treat everyone with respect, including those who oppose us or we perceive to be different than us. Members have



the right to disagree with one another. VHQ encourages all to listen to the thoughts of our comrades and understand that we all have a diversity of experiences and beliefs. Additionally, values of dignity and respect encompass recognition of different roles within the movement, including those of other activists, volunteers, and staff. These different roles imply differing constraints and authority.

Social Conscience

Members undertake their work in the interests of VHQ and the wider international movement. Members do not primarily seek financial gain or other material benefits for themselves, their family, or friends through this work.

V. ADDITIONAL GUIDELINES FOR BEHAVIOR

This section provides guidelines to inform the conduct of Members in specific situations. These guidelines are not exhaustive but are provided to help Members negotiate dilemmas that we know can arise.

Public statements & interactions with media

Media and general interview requests regarding VHQ will be approved by the Director on a case by case basis. When possible, these appearances will be coached by Lucien with a preference for questions approved in advance. It is the responsibility of all VHQ Members to not violate the NDAs they voluntarily sign and are expected to uphold.

Confidentiality

When information is considered confidential, it will be indicated as such explicitly and repeatedly. Members should respect confidentiality, including documentation.

Copyright

Materials produced/commissioned by VHQ is the property of VHQ including, but not limited to, the name "VHQ". Consent for use of logo, name, or other identity materials may be approved by VHQ for any and all use. Members may not use any official materials outside of official channels without prior approval. Approval may also be withdrawn at any time.

Health & Safety



Members are expected to take responsibility for their own health and safety and the health and safety of others when undertaking work or organizing events on behalf of VHQ. The TST Suryan Council is able to provide advice and risk assessment if necessary. VHQ cannot stress enough the importance of confidentiality as our best safety defense.

Public Harassment

If Members feel harassed, bullied, or uncomfortable as a result of an interaction with outsiders we encourage you to remove yourself from the situation. Understanding that VHQ participation is often considered a highly controversial affiliation, Members should be cautious of sharing this information with others. If placed in an uncomfortable situation, treat others with respect, and refrain from behavior that may be construed as bullying or harassing, including gossip. Bullying and harassment may be by an individual against an individual or involve groups of people. It may be obvious or it may be insidious. Whatever form it takes, it is unwarranted and unwelcome to the individual. Bullying and harassment may or may not be deliberate.

General Decorum

While Members may make close friends and comrades as a result of being a part of VHQ, we encourage all to remember that we are dedicated to action, which requires a dedication of time, work, and resources. We expect all Members to behave professionally and to uphold the code of conduct whenever affiliating with VHQ or its Members.

VI. ONLINE CODE OF CONDUCT

As support personnel for VHQ, your interactions with others, both online and off, will be held to the VHQ Code of Conduct. As an individual, we support your freedom of speech and freedom to hold your opinions. VHQ support personnel behavior, however, reflects on the organization as a whole and also builds the internal culture of VHQ. Therefore, we have a code of conduct specifically for the internet.

- Respect the diversity of opinions you find online and respond in a courteous manner.



- All VHQ support personnel online conduct must be free of harassment, stalking, threats, abuse, insults, defamation, or humiliation. This includes, but is not limited to, demeaning comments of an ethnic, religious, sexist, or racist nature; and unwanted sexual advances or intimidation by email or online. Such behavior will result in termination from VHQ staff membership or role/administrative privileges.
- Always assume that what you publish on the web is permanent. Anyone can easily print out a comment or save it as a screenshot. Remember that VHQ is often engaged in legal suits and exchanges online, or via text, have the right to be exposed in the case of a deposition. Think before you hit “send.”
- Using VHQ in connection with surveys, contests, pyramid schemes, chain letters, junk email, spamming, or any duplication or unsolicited messages is prohibited and will result in termination from VHQ staff membership or role/administrative privileges..
- Any public disagreements between VHQ members and/or VHQ support personnel should be taken to a private conversation. If mediation is needed, it will be provided by the VHQ Director or the Suryan Council.

VII. FILING A COMPLAINT

It is preferable that problems are addressed informally and locally. When a complaint is made or an allegation received about the conduct of a Member, it should be drawn to the attention of the Director. If this is not an option or not applicable, or further assistance is determined to be required, you may also contact the TST Suryan Council (SurCo) via the TST Complaint Form.

a. Informal Process

Informal action will involve the Director having a conversation with the member(s) concerned describing the complaint and listening to their version of events. If the grounds for complaint seem reasonable then recommendations may be provided in writing to avoid a recurrence of the incident. If, during a discussion, it appears that informal action will not satisfactorily address the complaint or allegation, the formal procedure may be used involving escalation to SurCo.

b. Formal Process

i) Investigation



Formal complaints can be submitted to SurCo via the [TST Complaint Form](#) . A formal process will be used where a complaint or allegation is serious, is unable to be resolved first with the VHQ Director, or where repeated concerns about behavior have arisen and have already been addressed informally. A decision to investigate an incident does not indicate support for a complaint, merely that further inquiry is necessary. In some instances, SurCo may determine that they are not able to investigate the matter and will deliver to the appropriate parties for evaluation/resolution.

After determining that grounds for an investigation are merited, the complainant will be notified in writing that their complaint has been received and is under review. If needed, the complainant might be requested to have a meeting with members of SurCo to help clarify the complaint and get as much information as possible to adequately evaluate the nature of the complaint. The VHQ staff member of which the complaint is subject will be notified that a complaint has been received and an interview with SurCo will be requested and is considered mandatory. Refusal of requests will be noted in the official investigation and will be part of the criteria used to determine outcome.

The aim will be to complete an investigation within 30 working days, although this may not always be possible. The purpose of the investigation is to establish whether there are reasonable grounds for believing that a breach of the Code of Conduct has occurred. If no reasonable grounds are found, the member will be notified and the matter will be closed.

ii) Outcome

If the complaint is found to be justified and a VHQ staff member has fallen short of the standards expected in the Code, then SurCo will make a recommendation of action to be carried out by the VHQ Director. In some circumstances, such action may involve a loss of VHQ staff membership or role/administrative privileges in VHQ.

iii) Confidentiality

Confidentiality is of the utmost importance and should be regarded as binding by everyone concerned. An allegation, and any subsequent information, will be disclosed only in the interests of an effective investigation, ensuring a fair Code of



Conduct meeting (or review) and to the extent clearly required for the implementation of recommendations or instructions.

VIII. Specific Unauthorized Actions

i) External Unofficial Project Promotion

No VHQ channels may be used to promote unofficial or personal projects. This includes retweeting external or personal unofficial project events using the VHQ Twitter account and promoting external or personal projects on VHQ Instagram and Facebook.

ii) No Personal Invitations to Unofficial External Projects

No contact lists generated by VHQ may be used to market external or personal projects. This includes Twitter mentions, emails or direct messages, and any other conversations. We signal boost messaging that is officially TST only including chapters and approved affiliated for-profit ventures (TSTTV).

iii) Privacy of EM Conversations

It is best practice to refrain from sharing the content of EM conversations without prior approval or administrative need-to-know (i.e. Suryan Council investigation). This also includes not sharing whether or not conversations occurred.

iv) Preference for Anonymity in Correspondence

Unless a personal relationship would benefit from being named (e.g., booking performers), we send official and business-related email from `vhq@` and official channels only, and do not identify ourselves personally (such as with signatures). This keeps all communication centralized and accessible.

This Code of Conduct is subject to revision.