

Rolian Lab - Code of Conduct

Our goal is to create a safe, equitable, and inclusive research and work environment where all individuals are respected, recognized, and given the same opportunities to succeed. To do this, our lab has created a Code of Conduct highlighting our values and expectations for a safe and enriching research experience. These values will be discussed, along with any accommodations, as part of the onboarding of new lab members. All lab members are expected to abide by this Code of Conduct.

Be respectful:

- ***No forms of discrimination will be tolerated.*** Discrimination is unfair, differential treatment of individuals and groups based on prejudice, stereotypes, ignorance, and/or fear, and which imposes burdens, obligations, or disadvantages on individuals or groups, as defined under the Alberta Human Rights Act. All individuals, regardless of age, ethnic background, gender identity, sexual orientation, religious and cultural practices, socioeconomic status, academic background, experience level, personal background, disability status, or mental health status, shall be treated with equal respect and recognition.
- ***No forms of harassment will be tolerated.*** The University of Calgary defines harassment as “unwelcome and inappropriate verbal, written, graphic or physical conduct, or coercive behaviour - where the behaviour is known or reasonably ought to be known to be unwelcome - that causes offence, humiliates or adversely affects workers’ health and safety”. Consent is never implied, and if you are unsure whether your behaviour towards another person is welcome, ask them. If someone tells you to stop, do so immediately.
- ***Use welcoming and inclusive language.*** When referring to others, use the individual’s preferred pronouns, if known. Use gender-neutral language if not known. Offensive behaviour or comments related to gender, gender identity and expression, sexual orientation, disability, mental illness, neuro(a)typicality, physical appearance, age, ethnicity, religion, or a person’s lifestyle choices and practices are not welcome.
- ***Be kind, sensitive, and supportive.*** Respect personal, family and health issues of others, and provide moral support whenever possible.
- ***Be respectful of the privacy and personal space of others.*** This includes not taking photographs of others without their consent. Posting or threatening to post personal information, or photographs of others without their consent is a form of harassment.

Be professional:

- **Respect people's time:** Be punctual and show up prepared for lab events (e.g., meetings). Give people enough time when asking for help or feedback.
- **Keep workspaces and equipment clean and organized:** This includes all communal and personal spaces. Ask permission before using others' equipment or space, and return it as you would expect it to be returned to you.
- **Be safe:** Be aware of your own safety and that of others. Follow guidelines and rules for safe laboratory work, as discussed during orientation, and as described in the lab safety manual. Be familiar with the Hazard Assessment and Control Form (HACS), also available in the safety manual. Avoid distracting others while they work. Kindly report potentially unsafe work procedures to others and/or to Campbell.
- **Promote research integrity:** Conduct research in an honest, transparent, and rigorous manner. Keep detailed notes of your work so that others may learn from it.
- **Support collaborative research:** Peer mentorship is highly valued in our group – we encourage sharing experiences and troubleshooting resources that may help other members in their work. Collaboration with lab members and with other members of the scientific community enriches everyone's experiences. Acknowledge the help and/or contributions from others.
- **Use effective communication:** In verbal and written communications (e.g., emails, Slack channel), be considerate of the ways the words you choose may impact others. Strive to respond to communications in a reasonable timeframe (24-48 hours).
- **Ensure everyone has an opportunity to participate:** In meetings, keep comments succinct to allow engagement by all participants. Do not interrupt others, and hold comments until they have finished speaking. Be open to suggestions, and provide constructive feedback if/when solicited. Everyone's research is equally important, and all questions are good questions.
- **Accept responsibility for mistakes:** We all make mistakes. Be proactive and take action to prevent the same issues from arising in the future. Be receptive to feedback and respond in a constructive way.

What to do if you witness a breach of the Code of Conduct

- In situations where you feel unsafe, call Campus Security at 403.220.5333
- A gentle reminder about the Code of Conduct is a productive response.
- If you believe a situation requires further intervention, and are comfortable doing so, feel welcome to approach Campbell
- Alternatively, find a mediator, or contact human resources (e.g., Workplace Investigations: <https://www.ucalgary.ca/hr/work-compensation/labour-relations/workplace-investigations>)