INVERTEBRATE ECOLOGY LAB – CODE OF CONDUCT

Adapted with permission from several codes of conduct found online

Equity & inclusion: The goal of science is to be objective and unbiased; however, much of our scientific knowledge today is based on a small subset of privileged voices. We must integrate and embrace diverse sets of voices and research being carried out by diverse people to have a more comprehensive and accurate understanding of the world around us. I welcome suggestions, anonymous or otherwise, on ways to improve the lab culture and to make it less biased, and to better identify biases in the research material that we discuss.

Professionalism (in lab, field, in general)

Team members should:

- Respect everyone's time. Be punctual and show up prepared for labwork, fieldwork, and meetings. If you will be late or need to reschedule, give as much advance notice as possible.
- Keep your workspace and communal spaces (lab, offices) clean and organized.
- Maintain a positive atmosphere as much as possible.
- Accept responsibility for mistakes that arise and **take action to correct them.**
- Ask for permission before sharing words, thoughts, or resources that other lab members have shared through email, meetings, conferences, etc.
- Be mindful of others' personal boundaries.
- Proofread written communications to ensure they are clear, kind, professional, and respectful. For guidance, see [how to write professional emails](#).
- Respond to messages within a reasonable time frame (usually 24-48 hours) and copy me (Amanda) on project-related emails.
- Have reasonable expectations regarding completion of a task (labwork, data analysis or written work) and establish realistic deadlines. If this is a challenge, share this planning with Amanda.
- Ensure all data generated (lab notebooks, data files, r-code, manuscripts) are neat, legible if handwritten, organized, and properly backed up. Data products remain the property of the lab.
- Acknowledgement: Contribution to work (published or not) must be acknowledged in formal and informal settings. Data/support coming from other lab members must be recognized as it promotes stronger professional links in the lab.

Learning is a Priority

- Be kind and respectful of one-another. Give feedback that is constructive and project-focused, and ensure that feedback received is valued (e.g., say thank you!), not taken personally, and incorporated towards improving the talk, paper, etc.
- Respect everyone's time - give people enough time in advance when asking for feedback or help on something.
- All research is equally valuable and important.

- Take initiative on your project and as a member of the team, e.g., fix problems you see in the lab, stay on top of your project and the literature, apply for scholarships and other opportunities, sign up and participate in group meetings.
- Be generous; science is collaborative, that means helping others and receiving help. Senior lab members should assist junior members, and eventually junior members will become the senior members and pass on their knowledge and experience.

Welcoming and Inclusive Environment

All team members are people before researchers. Always strive to be empathetic and supportive, and be respectful of:
- *Privacy* if someone chooses not to disclose things about their personal life
- *Confidentiality* if someone shares something personal
- *Boundaries* with respect to physical + mental health, family obligations, religious practice, etc.
- *Perspective* - the ways that people may be personally affected by global events and politics

In our lab, we work hard to treat everyone with equal respect regardless of their gender, age, race, sexual orientation, religion, culture, (dis)ability, academic record, or personal background. Lab members should:
- Actively include and engage all lab members in discussion (lab meetings, social events, conferences, etc.)
- Be mindful of how much each person is participating and being heard - "take space, make space"
- Welcome and support people of all backgrounds and identities into our group
- Refer to each other with the individual's correct pronouns
- Foster a safe, welcoming, and inclusive environment
- Not engage in homophobic, racist, transphobic, ableist, ageist, sexist or otherwise exclusionary language or behavior
- Show kindness, patience, and treat everyone in a dignified manner

Harassment and discrimination

Discrimination or harassment will not be tolerated.

Harassment is defined as unwelcome conduct or comments—either directly against an individual or made in a general manner—that contributes to an environment that is hostile or lacking respect or dignity. Harassment can be overt or can take the form of "microaggressions." Microaggressions are everyday verbal, nonverbal, and environmental slights, snubs, or insults, whether intentional or unintentional, which communicate hostile, derogatory, or negative messages to target individuals based upon their marginalized group membership. For example, commenting on a woman's appearance rather than her work is a microaggression. Often, microaggressions can be couched in the form of a "compliment," (e.g. "you're too attractive to be a scientist") which causes additional stress to the target when trying to decide how to respond. Over time, these comments can affect mental and emotional health and the target's

feeling of belonging in science and academia. On the flipside, consider how to incorporate microinclusions or microaffirmations: small symbolic actions that encourage inclusion, excellence, openness, and opportunity.

Discrimination is prohibited by law and includes any action, behavior, or decision based on race, color, sex, gender identity or expression, pregnancy, sexual orientation, religion, political conviction, ethnic or national origin, a disability or the use of any means to palliate a disability, that results in exclusion or preference of an individual or group.

Examples of Unacceptable Behavior
- Physical or verbal abuse, harassment, or assault
- Intimidation or bullying
- Coercion/Manipulation
- Threats (including but not limited to threats of violence, professional discreditation, unwarranted decreases in responsibilities, and public embarrassment)
- Gender, race-based, age-based, ability-based, or sexual harassment
- Hate speech directed at a group including comments about a person's gender, gender identity, sexual orientation, disability, physical appearance, body size, race, religion, or national origin
- Behavior that endangers the mental or physical health and safety of lab members
- Stalking
- Retaliation against a person or group reporting code of conduct violations

What do you do if you observe unacceptable or concerning behavior?

A productive response is to gently remind the lab member of the code of conduct. You are also welcome to share with Amanda, report to MLML chair, or go through your home campus' resources.

- MLML's lab-wide code of conduct, which outlines several pathways for reporting misconduct: https://mlml.sjsu.edu/diversity/mlml-code-of-conduct/
- SJSU: https://www.sjsu.edu/up/mycareer/equal-opportunity/student-discrimination-and-harassment-complaints/index.php
- CSUMB: https://csumb.edu/titleix/

I have read and understand the invertebrate ecology lab code of conduct.

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Printed Name   Signature   Date