

## **BBERG Code of Conduct**

We intend it to be a living document, that changes as we actively seek input and perspective from a more diverse group of past and future members of BBERG.

### **Preface: MUN representation and general institutional code of conduct**

Note that wherever you are, you are representing MUN and are bound by the guidelines that apply to MUN students, including the student code of conduct available here:

[https://www.mun.ca/student/supports-and-resources/respectful-campus/Student\\_Code\\_of\\_Conduct\\_May\\_11\\_2017.pdf](https://www.mun.ca/student/supports-and-resources/respectful-campus/Student_Code_of_Conduct_May_11_2017.pdf)

In particular, this code states that “Memorial University is a learning, teaching and working community of students, faculty and staff, committed to providing a safe environment which is respectful of the rights, responsibilities, well-being and dignity of all its members.” It is reasonable to ask what does this mean in our laboratory research group, and how might it be different from other activities? In conducting research we must communicate, collaborate and rely on one another particularly given that our research is often quite integrated and aimed at large and long-term goals. We also share equipment and laboratory and office spaces and rely on one another at times for various laboratory, analytical, statistical, writing and communication tools and approaches in doing our research. Working in such a team requires that everyone take extra care to be considerate of the needs of others and to ensure that we all treat each other fairly and with respect. To ensure that this happens, Sue, as supervisor is committed to:

**Educating herself on the experiences of under-represented groups in the biogeosciences and best-practices to create inclusive research experiences. Some examples are:**

- ❑ <https://eos.org/opinions/ten-steps-to-protect-bipoc-scholars-in-the-field>
- ❑ <https://agupubs.onlinelibrary.wiley.com/doi/10.1029/2020AV000353>
- ❑ <https://adgeo.copernicus.org/articles/53/117/2020/>
- ❑ <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC6206201/>
- ❑ <https://eos.org/agu-news/why-diversity-matters-to-agu>

**Build cultural competency.**

**Abide by the BBERG code of conduct (see below).**

**Believe and respectfully listen to anyone reporting violations of the code of conduct, and/or provide them a route to report such violations anonymously.**

**To take appropriate steps (e.g. re-assigning, disciplining, or reporting harassers) to stop behaviours that violate the code of conduct.**

**Model appropriate behaviour and respectful interpersonal interactions.**

**Work with each BBERG member such that they:**

1. Know enough about their position and expectations in that position to know what to expect and formulate questions of their own regarding their research and activities regardless of experience or background.
2. Have a chance to ask questions and express anxieties about their research, activities and experiences related to their position.
3. Meet regularly one-on-one with Sue to ensure that they are appropriately prepared for their research and any activities it may entail.
4. Know who to contact in case of a medical emergency while on campus.
5. Know who to contact in case of harassment or discrimination while on campus.

## **BBERG code of conduct**

In order to participate as a member of BBERG, all participants agree to the following code of conduct:

(Note that this document is heavily based on that of the Association of Polar Early Career Scientists, available here:

<https://www.apecs.is/career-resources/diversity-equity-inclusion/field-code-of-conduct.html>;

Acknowledge here the URGE MUN pod deliverable from which this document is based; link will be added when it becomes available.)

### **Team Interactions**

- Be accepting of diverse viewpoints and allow all team members to express their opinions openly without judgment, if viewpoints are not discriminatory. **Scrutinize ideas not individuals.**
- Respect and be considerate of others without prioritizing some knowledges, such as western science, over others, such as local and Indigenous knowledge.
- Do not underestimate the impact of your own statements on those around you.
- Allow all team members to partake in decision making and do not exclude others from meetings.
- Be honest and accountable. If you violate any forms of conduct or fail to meet expectations in some way, be open about it, admit fault, and strive to do better.
- Avoid knowingly making false or misleading statement(s) (or engaging in activities) that could be viewed as offensive or defamatory to a team member, group, or organization.
- Do not bring discriminatory or sexually explicit imagery with you into the office or lab.
- Ask for help when you need it and respect those who ask for help. **Recognize that people have different strengths and experience and that some disabilities are invisible.**

### **Recognizing the Context of the Work**

- Be aware of, and address your positionality, power, privileges, and values. This includes recognizing the colonial histories, cultural biases, and structural marginalization that may have led to your position within the research team.
- Respect the landscape where you are working (or upon which you are studying!) including the land, water, plants, and animals that live there.
- Respect the culture and community of the people that live on the landscapes you are studying as part of your research. Make efforts to learn the culture and value the knowledge that the residents hold from their deep-rooted experience with this environment. This includes respecting Indigenous and traditional knowledge holders and their stories, ideas, and information. Make efforts to share data/findings/efforts with the community and build relationships for future collaborations.

### **Respecting Personal Boundaries**

- Respect the safety of others. Respect that what feels safe to one person may not feel safe to another, be supportive and helpful when others express fear. (This may be more

appropriate within the field context but could be useful to keep in mind within the laboratory)

- Respect the privacy of others.
- Ask permission to take photos or record team members in any way, and only post photos or video on public platforms if consent has been given.
- Follow the rules laid out by Sue or other team members (e.g. laboratory manager or technician) including respecting the collective laboratory property and facilities.
- Team members should follow an “Ask Once” policy when it comes to consensual sexual advances or “asking someone out” within the research group or extended departmental or campus community. An “Ask Once” policy ensures that all team members can only “ask out” an individual once. Asking out includes flirting, expressing interest, and/or making advances towards an individual. If at any point that individual states that they are not interested, brushes off the advance, or does not reciprocate in a positive way, the team member must not continue to ask out the individual. If the team member continues to pursue the individual, it is considered harassment.

### **Unacceptable Behavior**

- Misconduct that will result in termination of position:
  - 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
  - Sexual misconduct including the inappropriate use of nudity and/or sexual images in a public space.
  - The use of hate speech directed at a minority 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 oneself or others
  - Stalking
  - Tampering with the proceedings of a misconduct report, including actions to inhibit, discredit, stop, or falsify the investigation of a misconduct case
  - Retaliation against a person or group reporting code of conduct violations
- Misconduct that will result in review by Sue and possible reassignment or termination of position includes:
  - Acting as a bystander and not reporting misconduct
  - The use of illicit drugs or excessive use of alcohol during office or laboratory activities.
  - Disregard for the personal property of others
  - Loud and obnoxious behavior
  - Repeatedly disregarding responsibilities

- Use of social or mainstream media to target team members in a way that could harm their privacy and/or reputation
  - Deliberately mis-characterizing a person's gender identity, including through the use of a name or pronoun that the person has rejected
- All team members have the responsibility to report all instances of unacceptable conduct as defined above to Sue and/or appropriate outside contact personnel. All instances of misconduct require reporting no matter the severity.

## Bill of Rights

The list below designates a set of liberties afforded to all BBERG team members. By signing below, you are acknowledging these rights and agree to take no action to impede or hamper the listed rights for any and all team members.

### 1 - Right to respect, dignity, and professionalism

- All team members have the right to not experience or bear witness to misconduct from other team members as defined by the Code of Conduct. Any accusations of misconduct must be taken seriously and acted upon swiftly.

### 2 - Right to anonymity

- Any team member that submits a report of harassment or Code of Conduct violation has the right to maintain anonymity throughout the reporting process if they choose. The team member's identity shall not be revealed to the accused or reporting agency without their consent. However, anonymity may not be guaranteed within formal university reporting systems.

### 3 - Right to safety

- All team members shall have access to and training for safety and laboratory equipment as appropriate to their research
- All team members have the right to refuse or pause work if they have not been adequately trained or if equipment is not provided

### 4 - Right to data access

- All team members shall have access to data which they collect for future publications unless explicitly agreed upon before the data was collected. Such data should be made easily available to all team members, for example through an online repository.
- Any team member that independently collects data for their own project during a field campaign shall be consulted before those data are shared with other team members not associated with or participating in that project.
- All publications that result from data collected by a team member or local knowledge holders who are engaged in a project should include that team member as a co-author or an acknowledged party in such publications. All team members associated with data collection should be notified of the data usage before submitting the publication.

*I have read and understand the expected and unacceptable behavior for participating in the \_\_\_\_\_ research team, led by \_\_\_\_\_, and taking place on the dates of \_\_\_\_\_.*

Signature:

Date:

## **Incidents, violations of code of conduct, and responses**

### **What to Do if You Have Experienced Inappropriate Behavior**

Each situation is unique. You are entitled to the following (not exhaustive):

- Talk to anyone about your experience
- Change your mind about talking to anyone about your experience at any time
- Report to any of the reporting options listed below
- Bring someone with you to provide support during reporting or any resulting discussions
- To seek reasonable accommodations to ensure the success of your work
- To seek medical assistance

### **Reporting an Incident**

Below is a list of individuals who you can confidentially disclose an incident you observed or experiences. Contact could be made in writing, email, phone or arranging an in person meeting. This list includes people of multiple genders.

- Sue, your supervisor or co-supervisor
- Supervisory committee member
- Student Conduct Officer (Jennifer Browne, Director of Student Life; 864-8312; [jbrowne@mun.ca](mailto:jbrowne@mun.ca))
- Complaints Coordinator (A person(s) who is appointed by the University to act in the role as outlined in this Code. Presently the best contact is Heather Tobin at [heathert@mun.ca](mailto:heathert@mun.ca) or [studnetcode@mun.ca](mailto:studnetcode@mun.ca); also note links below for further information. )  
[Student Code of Conduct | Student Life](#)

[https://www.mun.ca/student/media/production/memorial/administrative/student-life/files/sup-ports-services/respect/Student\\_Code\\_of\\_Conduct\\_May\\_11\\_2017.pdf](https://www.mun.ca/student/media/production/memorial/administrative/student-life/files/sup-ports-services/respect/Student_Code_of_Conduct_May_11_2017.pdf)

- Graduate coordinator of Earth Sciences
- Head of Earth Sciences
- Advisor, Office of Sexual Harassment  
(<https://www.mun.ca/policy/browse/procedures/view.php?procedure=563>)

### **Response to Reporting Code of Conduct Violation(s)**

Concerns and reports will be addressed promptly, but the response will depend on who is contacted. If through the Student Life office the response will follow the procedures laid out [here](#). If Sue, supervisor or co-supervisor, is notified she will establish a committee (likely a graduate coordinator and member of the Student Life office or faculty in Earth or Environmental Sciences). This committee will review the report and, if needed, find more information about the incident, including but not limited to interviewing the alleged harasser (if safe) or interviewing

witnesses. The committee will choose a response that best protects the research group from future harm. This may include:

- Termination from research
- Remove responsibilities, privilege, or access
- Temporary ban from team spaces
- Permanent ban from team spaces
- Further response that follows MUN's Respectful Workplace Policy

Adverse action against a person or group as a result of a report will not be tolerated, and are subject to the consequences as outlined above.

*I have read and understand the expected and unacceptable behavior for participating in the \_\_\_\_\_ field team.*

Signature:

Date: