

## Venkataraman Lab: Code of Conduct

Our objective is to establish a secure, fair, and welcoming atmosphere for research and work, where every individual is treated with respect, acknowledged, and afforded the same chances to excel. Our lab has formulated a Code of Conduct to embody our principles and standards for a safe and rewarding research journey. During the orientation of new lab members, these principles will be addressed, along with any necessary adjustments. All lab members are required to comply with this Code of Conduct.

### Be respectful:

- ❖ *No forms of discrimination will be tolerated.* Discrimination is when someone is treated unfairly or differently because of prejudice, stereotypes, ignorance, or fear. This can lead to burdens, obligations, or disadvantages for individuals or groups. It's important to treat everyone with equal respect and recognition, regardless of their age, ethnicity, gender identity, sexual orientation, religious or cultural practices, socioeconomic status, academic background, experience level, personal background, disability status, or mental health status.
- ❖ *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". It is important to always obtain explicit consent and if you are uncertain whether your actions towards another individual are appropriate, it is best to ask for their permission. If someone requests that you cease your actions, it is important to comply immediately.
- ❖ *Use welcoming and inclusive language.* It is important to use an individual's preferred pronouns when referring to them. If their preferred pronouns are not known, it is best to use gender-neutral language. Any offensive behaviour or comments related to a person's gender, gender identity and expression, sexual orientation, disability, mental illness, neuro(a)typicality, physical appearance, age, ethnicity, religion, or lifestyle choices are not acceptable. We strive to create a welcoming and respectful environment for everyone.
- ❖ *Be respectful of the privacy and personal space of others.* It is important to respect the privacy of others and obtain their consent before taking photographs of them. It is considered harassment to post or threaten to post personal information or pictures of someone without their permission. However, pictures publicly posted on a professional source (e.g. on their websites) will generally be considered shareable. Please always include photo credits when appropriate.

## Be professional:

- ❖ *Respect people's time:* Be punctual and show up prepared for lab events (e.g., meetings). Attend lab meetings to the best of your ability. If you cannot attend, please let the PI know ahead of time via email. Give people enough time when asking for help or feedback.
- ❖ *Keep workspaces and equipment clean and organized:* Remember to respect both communal and personal spaces by asking for permission before using someone else's equipment or area. Always return it in the same condition you would expect if it was yours.
- ❖ *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.
- ❖ *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. No member of the lab should ever falsify data or feel any pressure to "deliver" specific results. No exceptions.
- ❖ *Support collaborative research:* In our group, we highly value peer mentorship and encourage the sharing of experiences and resources to troubleshoot any challenges that may arise in our work. Collaborating with our lab members and others in the scientific community enriches our experiences. It's important to acknowledge the help and contributions of others.
- ❖ *Use effective communication.* When communicating with others through spoken or written means such as emails or Slack channels, it's important to choose your words carefully to avoid causing unintended harm. Additionally, aim to reply to messages in a timely manner to demonstrate respect for others' time.
- ❖ *Remember to take care of yourself.* Your health comes first! Stay hydrated, eat well, and get some sleep. Listen to your body and take some time off if you need it.

## 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 the PI.
- ❖ Alternatively, find a mediator, or contact human resources (e.g., Workplace Investigations: <https://www.ucalgary.ca/hr/work-compensation/labour-relations/workplace-investigations>)