

## Lab Code Of Conduct

- **Be professional.** All members of the lab deserve equal respect and recognition. Everyone, regardless of experience level, has valuable insights to contribute. Professional conduct during work hours is expected, which includes:
  - Showing up at a reasonable time
  - Not gossiping about personal lives of lab members
  - Being mindful when self-disclosing
  - Cleaning up your workspace and communal space
  - Following all safety procedures
  - Treating equipment with respect
  - Accept responsibility for your mistakes
- **Learning is a priority.** Helping others in the lab, sharing experiences and troubleshooting resources that may be helpful to other members is encouraged. Collaboration within the lab and with other members of the scientific community enriches everyone's experiences; be open to suggestions. All questions are good questions.
- **Use welcoming and inclusive language.** Exclusionary comments or jokes, threats or violent language are not acceptable. Do not address others in an angry, intimidating, or demeaning manner. When speaking to or about others, make yourself aware of their preferred pronouns and do not deliberately misgender others. Be considerate of the ways the words you choose may impact others. Offensive behaviour or comments related to gender, gender identity and expression, sexual orientation, disability, mental illness, neuro(a)typicality, physical appearance, body size, age, race, ethnicity, religion, or a person's lifestyle choices and practices are not welcome in the Willis Lab. If you have any questions, concerns, or comments about this, please discuss with Lisa.
- **Harassment is not tolerated.** This includes unwanted physical, sexual or repeated social contact. Consent is not implied, and if you are unsure whether your behaviour towards another person is welcome, ask them. If someone tells you to stop, do so promptly. Respect the privacy and safety of others. Do not take photographs of others without their permission. Posting or threatening to post personally identifying information of others without their consent is a form of harassment.
- **Ensure every member has the opportunity to participate both within the lab and in social work settings.** In group meetings, keep comments succinct to allow engagement by all participants. Do not interrupt others based on disagreement; hold such comments until they have finished speaking. Be considerate of dietary restrictions, familial obligations, religious observances etc.
- **If you see something inappropriate happening, a gentle reminder about the Code of Conduct is a productive response.** If you believe a situation requires further intervention, please feel welcome to approach Lisa or a member of human resources.
- **Be respectful of and thankful for our resources.** This includes being mindful of where materials are sourced from, consciously attempting to reduce waste, and correctly disposing of used materials. This is our commitment to sustainability. generations to Doing so shows respect for our natural resources but given the disproportionate impacts of unsustainable sourcing and the climate crisis on disadvantaged groups, it also supports our commitment to equality.