

# Code of Conduct

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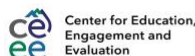
*Consider what the norms of your research group are. What are the unwritten rules and guidelines that people follow? Is there an additional set of norms if you are out in the field or travelling? Decide which of the norms below you would like to keep or delete, and if you have any to add. Add specificity to behaviors, processes, and logistics related to provide clarity around the group norm. Share and explain these norms with your mentee if they were not involved in discussions to create these norms. Delete or modify instructional/example lines in blue for your field-ready version.*

## Communication

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*To ensure clear communication in our team, we will:*

| Expectation   | We will achieve this by: |
|---|--------------------------|
| Allocate protected time/space for communication                 | <hr/> <hr/> <hr/>        |
| Create a culture that embraces communication around hard topics | <hr/> <hr/> <hr/>        |
| Provide feedback in a constructive manner                       | <hr/> <hr/> <hr/>        |
| Create a safe communication culture to voice issues or concerns | <hr/> <hr/> <hr/>        |



Embrace constructive conflict resolution

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How should the mentee communicate if they need to miss a work day due to an illness or family situation?

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Any other standards you want to include here?

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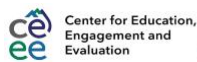
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## Team Mentality

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*To set our team up for success, we will:*

| Expectation  | We will achieve this by: |
|--|--------------------------|
| Specify the logistics and routines to keep a high-functioning group  | <hr/> <hr/> <hr/>        |
| Be diligent and detail-oriented with personal and group supplies, equipment and processes to keep spaces organized | <hr/> <hr/> <hr/>        |
| Embrace a people-helping-people mentality without routinely doing others' work                                     | <hr/> <hr/> <hr/>        |



Balance the needs of the group with one's own needs

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Proactively seek to serve the mission/goals of the group

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Choose to believe the best of people and trust they have good intentions

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Any other group standards you want to include here?

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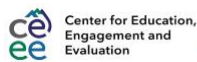
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## Culture of Respect

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*We demonstrate respect for others and the group by:*

| Expectation   | We will achieve this by: |
|---|--------------------------|
| Being on time and sticking to agreed schedules, or communicating changes to the schedule clearly and as early as possible | <hr/> <hr/> <hr/>        |
| Appreciate each other's individuality   | <hr/> <hr/> <hr/>        |



Remain curious about others' experiences, culture, and background

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Be aware of the needs of others and try to accommodate needs when possible

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Respect personal boundaries

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Refrain from aggressive/harmful/exclusionary comments and behavior

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Intervening to prevent exclusionary behavior (e.g., practicing bystander intervention)

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Role model supportive, positive behavior such as kindness, honesty, and integrity

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What physical, emotional, intellectual or time boundaries do group members have? (e.g., personal space, time to rest, confidentiality, sharing/advice, respecting people's time)

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What are the expectations around work schedules, time in office/lab, hybrid work, and taking time off for illness, family, or other situations?

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Any other group standards you want to include here?

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**Leadership**

*To achieve the goals of our research, we thrive with leadership that:*

| Expectation   | We will achieve this by: |
|---|--------------------------|
| Provides clear plans and expectations   | <hr/> <hr/> <hr/>        |
| Honors transparency in their decision-making processes and their risk management approach | <hr/> <hr/> <hr/>        |
| Retains a vision and well-communicated plans in evolving situations                       | <hr/> <hr/> <hr/>        |
| Provides learning/growth opportunities  | <hr/> <hr/> <hr/>        |

Is aware of and empowers use of individual skills and capabilities

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Holds themselves and others accountable to our norms

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Any other group standards you want to include here?

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## Logistics

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*We have clear structures and processes around the following:*

| Expectation                                     | We will achieve this by: |
|---|--------------------------|
| Dietary needs and how they will be accommodated | <hr/> <hr/> <hr/>        |
| Alcohol consumption for persons of drinking age | <hr/> <hr/> <hr/>        |
| Incident reporting processes                    | <hr/> <hr/> <hr/>        |



Any other group standards you want to include here?

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## Fieldwork and Travel

*To ensure we take care of personal needs, we set expectations around the following:*

| Expectation  | We will achieve this by: |
|--|--------------------------|
| Toileting facilities, privacy standards (structures or practices), and needs | <hr/> <hr/> <hr/>        |
| Sleeping arrangements  | <hr/> <hr/> <hr/>        |
| Quiet Hours  | <hr/> <hr/> <hr/>        |
| Any other group standards you want to include here?                          | <hr/> <hr/> <hr/>        |

