CSUN Laboratory Code of Conduct
April 16, 2021

This document provides an outline for research labs at CSUN to use in developing a Code of Conduct. It is intended to be modified to each specific lab.

Lab Environment

As a member of the CSUN community, you have the right to an environment free from harassment and discrimination, including the lab or other workplace on-or-off campus. We define harassment as any action that makes another student feel intimidated or uncomfortable and includes any racially or sexually insensitive comments. In an effort to prevent harassment and promote policy transparency in the lab environment, we have provided the following document. This document should be reviewed semi-annually and a signed acknowledgement kept on file in the lab.

Main Lab Goals

● Create a work environment where all members feel a sense of belonging and purpose
● The lab is a safe space to be vocal about individual opinions as long as they do not harm anyone else.
● Respect among each member is vital, and each member will be accountable for their actions.
● We hope to encourage a diverse set of voices within the lab and to provide a supportive environment for all members to express their individual ideas and opinions.
● Collaboration over competition is key when it comes to lab resources and funding opportunities. Equity and inclusion is top priority, and feedback into making this space more inclusive for all members is always appreciated.
● Quality of Life – To provide a dynamic and exciting environment to perform science. Optimal achievement can only be accomplished when everyone is in a healthy state-of-mind. Sometimes you will not be able to maintain work-life balance (end of the semester, before conferences), but efforts will be made to maintain a good work life balance for most of the year.

Scientific Responsibility and Integrity

Lab Space Responsibility

● All individuals are responsible for the health and safety of those around them and will contribute to a professional environment
  ○ This includes respect, fairness, and transparency throughout lab based interactions
Avoid microaggressions. This includes passive-aggressive comments to lab-mates, competition between lab users or other labs, or other impolite and/or rude comments or expressions that negatively affect the lab environment.

- Mutual respect for students’ and faculty members’ time.
- Mutual respect for sticking to deadlines for both faculty and students.
- Our lab will respect the department’s policies on thesis due dates. This is respectful of people’s time and work life balance.
- Be aware of each other’s work and time availability when asking for help and resources.
- ALL lab users have a mutual and equal responsibility to maintain the lab. This includes equipment maintenance, cleaning, and scheduling. Do not wait to be told to “clean-up” or organize….be pro-active with maintaining this space.

**Scientific Integrity**
- Promoting the aim of continued research and reproducibility in the work we create
- Promoting honesty and accountability in lab spaces
- Respect individual intellectual property
- Each member will have the duty of creating reproducible work and follow lab designated data sharing policies
- Confidentiality will be up to the discretion of each lab and will be respected as determined
- Authorship requirements/expectations will be clearly laid out by each lab individually, and all must agree upon these conditions
  - What are these expectations? -- clear outlined list

**Lab Safety**
- Physical Safety
- Adequate trainings until student feels comfortable and capable
- Appropriate gear provided and maintained up to code, checked frequently
- All individuals in lab will be trained appropriately for the work that they will be doing

There is a zero tolerancy policy for discrimination, harassment, fraud, direct or indirect manipulation or censorship when it comes to personal actions and lab based work/content.

**Roles and expectations of advisor and advisee**
Advisor:
● Give helpful, polite, constructive criticism and feedback
● Acknowledge and set in place what an appropriate work life balance looks like for each individual and set a respectful tone for advisor and advisee needs
● Will facilitate weekly lab meetings with all members to collaborate and touch base
● Provide clarity into the correct way to report issues in the lab as well as any anonymous reporting resources

Advisee:
● Support and give constructive feedback to peers when prompted
● Follow and meet agreed upon deadlines established with advisor
● Attend weekly lab meetings as well as individual meetings with advisor
● Transparent, honest, and respective communication with all members of the lab

Incident Reporting
In the event that you or someone in your group needs to discuss or report an harassment and/or discrimination incident that has occurred while on a field trip, please contact any or all of the following:
● Let the laboratory PI know about the situation, either in person or via email.
● Let a friend know about the situation, and ask them to report the incident for you.
● Contact the Department Chair (818) 677-2052 (Geology) or another faculty member about the incident.
● Contact the CSUN Equity and Diversity Office at (818) 677-2077 or http://www.csun.edu/eqd/. You may use this line to make an anonymous report or they can connect you with confidential resources.
● Contact the CSUN police department (818) 677-2111 or dial 911 if you are in immediate danger.

Safety for BIPOC
● Overt and covert racism will not be tolerated
● Clear information of how to report microaggressions will be provided
● Tokenism will not be tolerated
  ■ Definition of Tokenism: “the practice or policy of making no more than a token effort or gesture, as in offering opportunities to minorities equal to those of the majority.” (Dictionary.com)
● Photos of students will not be used to promote the lab without their clear permission
Confidentiality Statement
Student records (grades, achievements, etc) are typically confidential. Students have the right to know that any conversations they have within the lab with their advisor will be confidential, unless specifically stated otherwise and agreed upon by all students involved.

Harassment Policy
As a member of the CSUN community, you have the right to an environment free from harassment and discrimination, both on campus and in the field. We define harassment as any action that makes another student feel intimidated or uncomfortable. This includes any racially or sexually insensitive comments. We reiterate for this field course:

- There is zero tolerance for harassment or assault, including all forms of bullying.
- There is zero tolerance for retaliation against those reporting harassment or assault.
- Those found to be harassing or assaulting others will be reported to appropriate authorities including CSUN authorities, and may be sent home at the instructors' discretion and may fail the course.

If you experience a harassment or assault incident, here’s what you can do:

1. IF YOU ARE BEING HARASSED, the first priority is for your safety, the second to stop it happening again. Here are some suggestions:

   In the moment when it’s happening:
   a. Tell the person to stop (e.g., "don't do/say that"); "What did you mean by that?", "stop right there", "Stop, I would like you to consider what you are saying/just said or doing/just did", "That was inappropriate/offensive.").
   b. If you need to, get away; make an excuse or just go.
   c. Ask ANYONE else to tell the person to stop.
   d. Consider reporting the incident.

   You are always welcome to report it to one of the faculty, graduate students, or a field partner.

   e. You are welcome to report with or without identifying information for the victim or the harasser. There are also CSUN-wide systems for reporting discrimination or
You may use this line to make an anonymous report or they can connect you with confidential resources.

f. You have the right to a respectful and harassment-free environment. You can ask your instructors to be sure to provide that, for example by changing group assignments so you can avoid the person who has harassed you.

2. **IF YOU OBSERVE HARASSMENT OF OTHERS**, here are some things you can do:
   
a. Direct intervention (e.g., "don't do/say that", "What did you mean by that?", "stop right there", "Stop, I would like you to consider what you are saying/just said or doing/just did", "That was inappropriate/offensive.").
   b. Divert (e.g. “What was that last measurement you took?”, “Which rock unit do you think that is over there?”, Ask them to pass you something)
   c. Delegate (Tell someone else)
   d. Document. Record what is happening (voice or video) or write down what you saw.

In a team setting, if you feel comfortable, after the event:

   e. Check in with the person who was harassed. (e.g. "I saw what happened there. I thought that was really inappropriate behavior towards you. Are you okay? What can I do to help?").
   f. Check in with the person who was harassing (e.g. "That joke wasn't funny." "That conversation you had with X. Have you thought about how that may have come across to them?").

3. **IF YOU ARE TOLD SOMETHING YOU DID WAS HARASSMENT**, or you realize something you did was unintentional harassment, here’s what you can do:
   
a. Apologize
   b. Thank the person for pointing it out.
   c. Confirm that you will not do it again
   d. Understand why it was harassment.

   *You should always feel free to contact your instructor, TA, or report the incident in another way (see incident reporting above).*

Lab Code of conduct adapted from: Silbiger Lab Code of Conduct, University of Oregon Code of Conduct.
Laboratory Code of Conduct Acknowledgement

By signing, I acknowledge that I have read and understand the expectations stated above. Failure to meet them may result in dismissal from the research group and/or degree program.

Student: ___________________________________________  Date: ___________

Advisor: _____________________________________________  Date: ___________