Overview
We value every member of our community and want to ensure that we create a supportive and welcoming environment for each member. Accordingly, all members of the Undergraduate UCR pod are expected to always treat each other with respect and courtesy. We are the change, and the change is now. Inclusivity.

Note: this code of conduct is not a legal document. It supports but does not supersede Department and/or College level policies.

Inclusivity and Diversity
A high-quality college experience can only be experienced when you feel heard, seen, respected, supported, and safe. All group members are therefore required to conduct themselves in a harassment-free manner, allowing everyone to have a positive experience regardless of race, age, body size, religion, gender identity and expression, sexual orientation, and disability. Harassment, in any manner, will not be tolerated by any member, and we request that all members conform to the following Code of Conduct:

Code of Conduct:
- All communication, whether in person or electronic, should be conducted in a professional manner, and be inclusive for people from different cultural backgrounds. Sexual content, including language and/or imagery, is never appropriate.
- Treat each member with respect and kindness. Do not disparage or demean other groups members.
- Conduct yourself in a professional manner. Remember that sexist, racist jokes and harassment are not appropriate.
- Harassment includes unwanted comments, gestures or physical contact, offensive comments related to race, gender, disability, body size, religion, gender identity, and sexual orientation, intimidation, stalking, unapproved photography or recording, and unwelcome sexual attention.
- Any member asked to stop any harassing behavior must stop immediately.
- Participate in group discussions in positive, constructive way
- Listen respectfully to others, be willing to consider the merit of other ideas
Diversity and inclusivity have many benefits and greatly contribute to helping all members feel valued, safe, and supported. The greater the diversity of our members, the greater the skills and contributions we can all learn from. Inclusivity is foundational principle that can only be experienced with a supportive, diverse environment.

**Reporting Violations**

- There are various sources on campus used to report incidents. The anonymous incident form is a way for individuals to report incidents anonymously to the University.
- Procedure for reporting:
  - Reports can be made through the university’s hotline, the UC whistleblower hotline, or by contact the office of title IX/EOAA. The IX/EOAA will then conduct a fair, complete, and timely review of the report.
  - Reports of the incident will be addressed through Early resolution, Formal investigation and/or a separate complaint resolution process or grievance process in accordance with UC policy or a collective bargaining agreement.
  - The early resolution will resolve the concern with reasonable opportunity and with the cooperation of all the parties involved.
  - Formal investigations will occur if the early resolution is inappropriate or unsuccessful.

**Training**

- Individuals must receive sexual harassment training and necessary to do fieldwork. Studies show that fieldwork is a high risk setting for sexual assault/harassment incidents. A 90-minute online workshop on sexual harassment is necessary for individuals getting ready for fieldwork.
- A variety of Diversity, equity and inclusion training sessions are offered at the university in order to educate students and staff on institutional racism, implicit biases, and other subjects in order to help individuals on campus feel valued, safe, and supported. The training sessions includes Diversity and Inclusion, Creating and sustaining an inclusive departmental cultural climate, improving diversity, equity & Inclusion in search hiring processes, Inclusive excellence & unconscious/implicit bias, CARE, etc.
- There is also training courses ranging from emergency, research to security.

**Pre-departure checklist**

- Introduce the nature of working in the field and the need for peaceful and efficient progress. Behavioral standards in the field are reviewed and reinforced.
- Introduce antidiscrimination ethics in the field and reiterate its importance.
  - Acknowledge the possibility of conflict. Invite the reporting of violations.
- Advise bystander intervention if there is a case of discrimination, harassment, etc.
Post-meeting

- Review any complaints submitted regarding discrimination or harassment. If there are events of discrimination, contact all parties involved and remind that the nature of field work and any related setting is a place not suitable for discrimination and harassment.
  - If serious offenses repeat again, a warning is issued.
  - If serious offenses repeat more than twice, dean of the school will be contacted and a report will be made with ____________. Offenders will be required to attend a training session which recalls the expectations and rules while in the field and