Lab Code of Conduct and Safety Plan

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1. Wetland Soils and Greenhouse Gas Exchange Lab Code of Conduct

Overview
We value the participation of every member of our community and want to ensure everyone has an enjoyable and fulfilling experience, both professionally and personally. Accordingly, all members of the Wetland Soils and Greenhouse Gas Exchange Lab (WSGGEL) are expected to show respect and courtesy to others at all times. We create our culture, and our culture is inclusive.

Please note that this code of conduct is not a legal document, supplementing, but not trumping, Department- and/or University level policies for your level of employment or study.

Inclusivity and diversity
Enjoyable, high-quality research can only be conducted when you feel safe, secure, and supported. Maria Strack, as head of the WSGGEL, and all group members are thus dedicated to a harassment-free experience for everyone, regardless of gender identity and expression, sexual orientation, disability, physical appearance, body size, race, age, and/or religion. We are here to lift each other up. We do not tolerate harassment by and/or of members of our group in any form, and we ask all members of the community to conform to the following Code of Conduct:
● All communication, be it online or in person, should be appropriate for a professional audience, and be considerate of people from different cultural backgrounds. Sexual or discriminatory language and imagery is not appropriate at any time.
● Be kind to others and do not insult or put down other group members.
● Behave professionally. Remember that harassment and sexist, racist, or exclusionary jokes are not appropriate.
● Group members are not responsible for policing content of social media and members are individually responsible for considering the impact of the communication on others.
● Harassment includes offensive verbal comments related to gender, sexual orientation, disability, physical appearance, body size, race, religion, sexual images in public spaces, deliberate intimidation, stalking, following, harassing photography or recording, sustained disruption of discussions, inappropriate physical contact, and unwelcome sexual attention.
● Watch out for microaggressions. Be aware that your actions can be hurtful to others or contribute to a negative environment even if you had no intent of harm. Listen. Offer a genuine apology. Commit to learning and doing better.
● It is often best to resolve issues through direct communication, rather than embarrassing people publicly (e.g. via a social media mob).
● Participants asked to stop any harassing behavior are expected to comply immediately.
● Contribute to discussions in meetings with a constructive, positive approach
● Be mindful of talking over others when discussing in groups and be willing to hear out the ideas of others\[MS1\].
● Online communication may be public, such as in social media or via (purposeful or inadvertent) forwarding of emails. It is often sensible to be explicit if you require items to remain confidential, though note that we will try to be discrete where possible.

In addition to making group members feel safe and secure, diversity and inclusivity has numerous benefits to us all. Put simply, the greater the mix of people in our group, the greater the mix of skills, experiences, perspectives, and ideas we can collectively draw on. But the benefits of diversity and equality cannot be fully achieved without creating an inclusive environment.

In order to support this inclusive environment, as well as your safety, all lab members need to complete the mandatory training modules:
https://uwaterloo.ca/safety-office/training/training-programs

Those working in paid or unpaid positions at University of Waterloo must complete the following training:
<table>
<thead>
<tr>
<th>Delivery</th>
<th>Course ID</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online</td>
<td>Employee Safety Orientation (SO1001)</td>
<td>1 hour</td>
</tr>
<tr>
<td>Online</td>
<td>WHMIS 2015 (SO2017)</td>
<td>1 hour</td>
</tr>
<tr>
<td>Online</td>
<td>Workplace Violence Awareness (SO1081)</td>
<td>1 hour</td>
</tr>
<tr>
<td>Online</td>
<td>Returning to Campus Safely During COVID-19 (SO2036)</td>
<td>30 minutes</td>
</tr>
</tbody>
</table>

The mandatory Accessibility Training module is available through HR.

Please also review the hazard-specific training section for additional courses you may be required to complete.

Maria will discuss the Code of Conduct with lab members who violate these rules, no matter how much they contribute to the WSGGEL, or how specialised or needed their skill set. If inappropriate behaviour persists after this initial discussion, formal processes, in line with University of Waterloo’s work practice policies (e.g., Policy 33) employ, will commence. To report an issue, please contact Maria Strack; all communication will be treated as confidential. If you do not feel comfortable contacting Maria directly, please feel free to contact the Department Chair, Richard Kelly (rejkelly@uwaterloo.ca), Associate Chair Grad Studies Chris Fletcher (gemgrad@uwaterloo.ca) or Associate Dean Grad Studies Peter Deadman (peter.deadman@uwaterloo.ca).

This Code of Conduct (CoC) borrows heavily and is modified from several open source CoCs: (i) Basin Research Group CoC (Chris Jackson) ii) BahlaiLab CoC (Christine Bahlai); (iii) WhitakerLab (Kirstie Whitaker); (iv) MicroMicEng (Ben Britton).

This CoC is released as CC-BY 4.0

2. Pre Departure Discussion Checklist for Field Team

- At risk groups have been identified (with focus on not to not “other” or isolate)
- Racial risk assessment has been completed and risks identified for each at-risk group or individual
- Mitigation strategies for identified risks have been discussed
- Non at risk individuals understand the risks present and their role in risk management
Code of conduct, procedure for reporting incidents and consequences for inappropriate behaviours have been explained
Past incidents and correctional measures identified and discussed
Any required training has been completed

3. Racial Risk Assessment Identification Checklist
(Check All That Apply to Identified At-Risk Group)

Notes:
● Form should be filled out for each identified at-risk group and/or individual
● Risk assessment should take care to prevent re-traumatization of individuals with lived experiences of discrimination, but should focus on lived experiences as much as possible
● Risk assessments should be updated after incidents are reported
● Leadership at the research site/ conference organizers/ PIs should be consulted and/or informed of the racial risk assessment and mitigation process as much as possible

A. COMMUNITY DEMOGRAPHICS

The research area is a known site of historical inequalities
Local laws may allow for/ encourage discriminatory practices
The political situation in the research area is volatile, discriminatory or otherwise unsafe
Law enforcement practices are not applied equally between all demographics
Local culture is rooted in oppressive/ discriminatory attitudes

B. GEOGRAPHIC HAZARDS

Transportation to and from the site is limited (ex. fly-in location, international site)
Ability to report incidents is limited (ex. no internet, phone signal)
Research activities involve isolated work with non-research individuals (ex. Contractors, drillers)
At-risk individuals are alone/ isolated in low diversity groups
Emergency assistance is limited and may pose a safety hazard (ie. roadside assistance, taxis, etc.)

C. RESEARCH CULTURE
At risk groups/individuals must reside with other researchers or members of the community

- Limited access to transportation (limited vehicles, sets of keys)
- Limited access to external communication (satellite phones, walkie talkies)
- Limited access to proper safety gear and field equipment
- Historical and/or current lack of diversity among researchers
- Cultural norm involves frequent/excessive alcohol consumption
- Culture of silence (“what happens in the field stays in the field”)
- Research code of conduct absent or vague
- Consequences for field rules poorly applied/not enforced
- Past incidents have been reported with no subsequent improvements in behavior or culture

4. Racial Risk Assessment- Sample Mitigation Strategies

**Supervisors/ PIs**

- Ensure researchers have completed mandatory EDI/safety training
- Introduce at-risk individuals personally when first arriving on site, both to other researchers and to community members
- Provide individuals with well marked vehicles and clothing identifying them as researchers
- Pair at-risk individuals with trusted individuals who can diffuse situations and foster safety and security
- Have a clear incident reporting strategy
- Enforce rules related to reported incidents
- If possible avoid sending researchers to areas of high risk (i.e. areas with discriminatory law enforcement)

**Researchers**

- Ensure mandatory training requirements have been met
- Identify unconscious bias among majority group researchers
- Ensure researchers are given bystander training and are willing and capable of fostering a safe environment and aiding in mitigation strategies
- Maintain an open atmosphere to improvement and self-growth and criticism
- Respect the space and personal boundaries of others
5. Racial Risk Assessment- Site Specific Mitigation Strategies

(for each box checked identify site specific details, mitigation strategy, and responsible party)

<table>
<thead>
<tr>
<th>Risk</th>
<th>Mitigation</th>
<th>Responsible Party/Parties</th>
</tr>
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<tbody>
<tr>
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☐ Check and date when each member of the research team has been consulted on and has agreed with risks identified and associated mitigation strategies

6. Required Training/ Training Resources

Required Training:

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</tr>
<tr>
<td>Online</td>
<td>NSERC Unconscious Bias Training</td>
<td>30 minutes</td>
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Please also review the hazard-specific training section for additional courses you may be required to complete.
Recommended Additional Training:

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<th>Duration</th>
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</thead>
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<tr>
<td>Online</td>
<td>Harassment and Discrimination in the Workplace</td>
<td>30 minutes</td>
</tr>
<tr>
<td>Online</td>
<td>Human Rights 101 (Third Edition)</td>
<td>30 minutes</td>
</tr>
<tr>
<td>Online</td>
<td>Removing the ‘Canadian Experience’ Barrier</td>
<td>30 minutes</td>
</tr>
<tr>
<td>Online</td>
<td>Call it Out: Racism, Racial Discrimination, and Human Rights</td>
<td>30 minutes</td>
</tr>
<tr>
<td>Online</td>
<td>Ableism and Discrimination Based on Disability</td>
<td>30 minutes</td>
</tr>
<tr>
<td>Online</td>
<td>Duty to Accommodate</td>
<td>30 minutes</td>
</tr>
<tr>
<td>Online</td>
<td>Human Rights and Newcomers</td>
<td>30 minutes</td>
</tr>
<tr>
<td>Online</td>
<td>Working Together: The Code and the AODA</td>
<td>30 minutes</td>
</tr>
<tr>
<td>Online</td>
<td>Competing Human Rights</td>
<td>30 minutes</td>
</tr>
<tr>
<td>In-person</td>
<td>Managing Difficult Conversations 101 (register through UW Human Rights Office)</td>
<td>1 hour</td>
</tr>
<tr>
<td>In-person</td>
<td>Verbal De-Escalation and Crisis Intervention (register through UW Human Rights Office)</td>
<td>1 hour</td>
</tr>
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7. Procedure for Reporting Incidents

Maria will discuss the Code of Conduct with lab members who violate these rules, no matter how much they contribute to the WSGGEL, or how specialised or needed their skill set. If inappropriate behaviour persists after this initial discussion, formal processes, in line with University of Waterloo’s work practice policies (e.g., Policy 33) employ, will commence. To report an issue, please contact Maria Strack; all communication will be treated as confidential. If you do not feel comfortable contacting Maria directly, please feel free to contact the Department Chair, Richard Kelly (rejkelly@uwaterloo.ca), Associate Chair Grad Studies Chris Fletcher (gemgrad@uwaterloo.ca) or Associate Dean Grad Studies Peter Deadman.
*see supporting document for incident report form*