Since we're all at different institutions and at different stages of our careers, we have decided to write a more general set of codes of conduct, process for reporting (with institutional specific resources) and training resources.

Deliverable link: https://urgeoscience.org/wp-content/uploads/sites/33/2021/03/URGE-Deliverable-Session-6-Safety-Plan.pdf
There are some important links in the pdf that are relevant for developing our safety plan.

We made some preliminary assignments during the pod meeting but please feel free to work on any section as you see fit!

Please go through each section and add any information that you feel is important to include. This is due April 16; please finish your edits by noon on the 16th so we have time to formally submit it.

Code of conduct
Expectations for PI/Group Leader/Mentor:
Mentorship agreement
Mentee commitment
*** I commit to going through the below goals at the beginning of each school year or semester/quarter and (1) adding what I believe are relevant goals if necessary and (2) identifying my goals and my stretch goals. I will communicate to my research advisor what my goals and stretch goals are. ***
- General professional goals
    - Be committed to my graduate education
    - Meet regularly with my faculty/research advisor, thesis committee, and other project collaborates, and provide them updates of my research
    - Maintain a high level of self-motivation, engagement, curiosity, ethical standard, and professionalism in my research and my interaction with my advisor and my colleagues
    - Make results and data available to my advisor and collaborators
    - Work with my advisor to submit all relevant research results that are ready for publication in a timely manner. Respect policies on authorship and attendance at professional meetings
    - Meet the requirements and milestones of my graduate program
- General student goals
    - Actively cultivate my professional development in non-research contexts
    - Routinely read the scientific literature
    - Actively participate in department seminars
    - Mentor and train other students, and help them with their projects
    - Provide feedback on my advisor's mentoring
Mentor commitment

*** I commit to finding times pre-determined by myself and my student to meet and establish their goals and stretch goals***
- Be committed to teach oral and written communication skills, grant writing, ethical conduct of research, and scientific professionalism
- Create a learning environment that is face and intellectually stimulating
- Be supportive, equitable, accessible, and respectful
- Help plan and direct the research project of the student
- Meet with the student on a regular basis
- Encourage the student to attend conferences and publish manuscripts in peer-reviewed scientific journals
- Enforce expected behavioral standards for communal behavior in our research group
- Ensure that credit is allocated fairly in regards to intellectual property and authorship
- Provide career advice and assist you in finding a position following your graduation

Risk Mitigation strategy and self-care
All students are strongly encouraged to take an active and pre-emptive approach towards the maintenance of their mental health.

Milestones/Timeline
We acknowledge the following academic milestones must be met to fill [insert university name]'s and the department's PhD requirements:

Completion Date	Academic Milestone
month/year	

We agree to work towards the following research milestones. We acknowledge that the goals we set on this paper may need to be adjusted.

Completion Date	Research Milestone
month/year	

Plan for conflict resolution
In case of conflicts on the above commitments, we will seek resolution through the resources available to use [insert department and university conflict resolution resources here]

Inclusivity and Diversity

Our research group is committed to being an inclusive and welcoming space to everyone. To achieve this, we recognize the historical and contemporary structural and interpersonal factors that have conspired to create unwelcoming conditions for people with certain identities and how we ourselves may be complicit in these circumstances. As a community, we will work together to see the interacting systems of oppressions around us and work to unlearn them. We hope to

create a group free of harassment and microaggressions for Black, Indigenous and people of color, for everyone regardless of gender identity, sexual orientation, body size, ability/disability, neurotype, religion and age. We also commit to this code of conduct[1]

- 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 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.
- 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.
- 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.

Additionally, we commit to holding space and time (in one-on-one meetings and as a group) to discuss our research group culture and reflect on how we are engaging with the codes of conduct and our treatment of each other.

Mental Health
- Graduate education may be a challenging endeavor. There are many demands on your time and energy that you have to learn to balance. We recommend regularly (once per year, semester or quarter) writing a list of non-negotiable things/activities that sustain your wellbeing and joy then create a plan to honor that list so you can nourish yourself during our work together.
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- Additionally, there are resources available at our institution to help support you:
    - UCLA CAPS: https://www.counseling.ucla.edu
        - "All registered UCLA students are eligible for same-day clinical consultation and help with referrals, linkage, treatment recommendations, and coordination of mental health care and support regardless of insurance plan or current residence."

Publication expectations and standards:
- Written statements of contributions to each paper as appendix or acknowledgement
- What level of contribution qualifies for co-authorship
    - Significant intellectual contribution
    - Contribution of data
    - Contribution of time for measurements (e.g., laboratory or observations)
    - Editorial support, writing contributions

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[1] https://docs.google.com/document/d/10y7TP48ik1rcQBPA5Do8mZM7DJ5EbF0hyWP-csgb1QE/edit

Conferences

We highly encourage students to go to at least one professional conference per year. The funding for travel, lodging and food will be provided by the professor, department or university.

Working Hours and Holidays

Graduate students are expected to do X number of hours per week. We request that some of that time be spent with the group, in our group meeting. As long as you are working roughly this number of hours per week, it is not necessary to keep typical working hours.

Each graduate student is expected to work during the semesters/quarters and over the summer break. However, when the university is officially closed (e.g., for federal holidays or vacation), we do not expect you to work. Additionally, you make take # days of sick time and # days of vacation time for yourself as needed or desired throughout the year.

Individual/Group Meetings

Group meetings: The research advisor or established group meeting leader will establish the best time for group meetings at the start of every quarter or semester. All group members are expected to attend if they are not otherwise engaged in other research-related activities or have communicated to the research advisor about an external issue that prevents them from coming. At the start of the school year, we will establish the types of meetings we will have: literature review, research update, workshop-style for the quarter/semester. All students are expected to present at least once during the quarter, and are expected to actively participate in other student's presentation by asking questions or making constructive suggestions.

Individual Meetings: These will occur as established between the research advisor and student. We typically will meet [insert frequency here] to discuss the student's progress and and issues that need to be addressed. Students are encouraged to send a short agenda ahead of time and come prepared to meetings; therefore, having results presented like they would be during a talk is highly encouraged.

Communication:

- Email:
    - If possible, avoid sending work-related emails outside of 8:00 and 18:00. No one should feel obligated to answer emails outside of these hours.
    - Consider the timing of your emails. For example, sending an email at 17:59 with information that is required to complete a task by early the following morning creates unreasonable expectations.
    - During work hours, prompt email replies are encouraged

- Communication within email should be treated as confidential unless otherwise stated, especially in regards to emails involving work-related concerns and inquisitions.
- There is *XX* staff personnel who you can contact if there are issues with your work email account
- Phone
  - If group members are comfortable sharing their phone numbers, the same rules apply as above in regards to phone calls.
  - Decide individually with team members whether or not using text messages is okay in regards to work-related items. If so, the same rules apply as above in regards to text messages.
- Discord/Slack/Outlook/other chat applications *(optional and would need to be personalized to different groups)*
  - Our group uses *XX* app to communicate.
  - You are expected to join *A, B, and C* channels, in which the above rules continue to apply.
  - If you create sub channels within our group channel, the same expectations apply.
- Intergroup/community communication
  - You should be a member of *XX* mailing list in order to facilitate communication between groups/between other scientists in our field outside of our group
  - Please remember this list has a large subscriber base, and that emails to the group should be polite, informative and respectful.
- In-person/ZOOM *(or other video call app)*
  - When the advisor's door is open, they are available to speak in-person. The advisor will keep their doors open when available between the hours of 9:00 and 17:00
  - To facilitate in-person communication in our group, group members are expected to keep their door(s) open when available within these hours as well.
  - Remember that even when the door is open, we are all likely to be in the middle of a task, so be sure to knock and ask if the other is available at the moment rather than walking straight in.
  - Our group will also have meetings as laid out in the "meetings" section of this code of conduct
  - In the case of "working from home", in order to facilitate a communication atmosphere as similar to in-person as possible, each member and the advisor will designate a portion of time each week that they will be available to hop on Zoom to chat about work if a group member asks.

Social media
- University specific:
  We encourage you to use social media as you desire, however, we expect that group members will be respectful of others and adhere to the code of conduct.

- Government

    The US policy on social media use may be found here:
    https://www.opm.gov/news/social-media-presence/social-media-policy.pdf

    Please include language describing your social media accounts as 'personal' and that
    while using them, your conduct is not representative of your official government position.

Process for reporting
Small-scale reporting e.g., group leader
- Report to UCLA Department Graduate Advisors, the Department Chair

Institution specific:
Title IX office or equivalent
- UCLA Title IX office or union-specific resources for harassment issues
Ombuspseron
- UCLA Office of Ombuds Services