Deliverable: Code of Conduct

This is a draft Code of Conduct prepared by the CREEM Pod at the University of St Andrews. In our workplace, we believe a Code of Conduct will only be successful if the community as a whole participates in its creation. Therefore, we plan to ask all members of CREEM for ideas of what should be included in the Code of Conduct and for feedback on what we have drafted so far.

CREEM Code of Conduct

We, members of CREEM, recognise the importance of creating an inclusive work environment, and we ask all members of the community to conform to the following code of conduct. This is an evolving document, which should be reviewed annually. We acknowledge that we must learn from underrepresented voices, and we particularly welcome their feedback on this document.

It is crucial that all members of CREEM feel safe and comfortable at work.

- Everyone has a part to play by ensuring that their own behaviour, whether intentional or unintentional, does not constitute harassment or discrimination. This 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.

- We do not tolerate microaggressions, i.e., "*comments or actions that subtly and often unconsciously or unintentionally express a prejudiced attitude toward a member of a marginalized group (such as a racial minority)*".
  - Sexist, racist and exclusionary jokes are never appropriate.

We must work to ensure that all members of CREEM feel equally valued.

- We all learn from hearing the perspectives of others, and we must ensure that everyone can feel comfortable respectfully challenging others, regardless of gender, ethnicity, or career stage.

- We must be mindful of talking over others in group discussions, to ensure that everyone's voice is heard. In particular, studies have shown that women tend to have less speaking time than men during meetings:
  - Meta-Analyses of Gender Effects on Conversational Interruption: Who, What, When, Where, and How
  - Who won't shut up in meetings? Men say it's women. It's not

- [It's Not Just You: In Online Meetings, Many Women Can't Get a Word In](#)

- We should not make assumptions about other people's gender identity. We encourage CREEM members to include pronouns in their email signature. Reference: ryerson.ca/ryerson-works/articles/workplace-culture/2018/why-include-pronouns-in-your-email-signature.

- We expect CREEM members to support each other's professional growth and personal fulfilment.

- We expect lab members to own their mistakes and apologise for them.

CREEM has a long tradition of sharing "cake" during coffee hour

- Cake (defined as any shareable food) is welcome to celebrate both successes and "failures" as perceived from the mainstream academic culture.

- We recognise the value of sharing cake at coffee breaks to create a convivial environment. However, we do not want anyone to feel pressured to take part, and we should in general avoid commenting on what someone else does or does not eat.

Process for reporting violations:

- We encourage members of CREEM to use the "Report and Support" service to report complaints or concerns to the University and access support information (accessible online at reportandsupport.st-andrews.ac.uk).

- Internal process to report complaints within CREEM, e.g., to a dedicated person: to be determined.