



Code of Conduct

The Harmful Algal Blooms Pod value the participation of every member of our lab group and want to ensure everyone has an enjoyable and fulfilling experience, both professionally and personally. All members- faculty, staff, and students agree to uphold the following:

- Professional conduct: We strive to do the highest quality science about harmful algal blooms and create an environment where all lab members of all backgrounds can do their highest quality work and be recognized for it. Be kind to others, contribute to meetings and discussions in a constructive and positive manner, and be mindful of talking over others or being dismissive of ideas.
- Communication: 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 are not appropriate at any time.
- Harassment: All sexist, racist, or exclusionary jokes are considered inappropriate. 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, bullying, micro-aggressions, and unwelcome sexual attention. Anybody asked to stop any harassing behavior are expected to comply immediately.

We value a diverse and inclusive space, and believe that the best ideas happen through open and meaningful communication. We strive to create an environment where all feel welcome and heard. Violations of any of the above code of conduct can be reported safely to your advisor or lab point of contact who will help you navigate your next steps. If you do not feel comfortable reporting in person, please see <https://www.whoi.edu/website/institution-policy/index?ct=901&cid=903> to report violations to the code of conduct, harassment or inappropriate conduct anonymously. Anonymous reports can also be made to www.whoi.ethicspoint.com, and WHOI EAP has access to counselling and other resources



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For harm mitigation.

Safety Plan

Laboratory Work:

Safety training for working in the lab spaces at WHOI is mandatory and must be kept up to date. All posted lab safety guidelines must be followed. Personal protective equipment like lab coats and safety glasses are made available to everyone who needs them, discuss these issues with your supervisor if safety equipment has not been made available to you. WHOI EH&S will provide specialised PPE like hard hats, and funding for safety boots if required. Please see link for more details:

<http://ehs.whoi.edu/ehs/DesktopDefault.aspx?tabindex=2&tabid=3&itemID=62>

Working in the laboratory alone and outside of typical business hours is occasionally necessary, use the buddy system and check in with another lab member when planning experiments outside of business hours. Call WHOI security at (508) 548-1400 to let them know the hours you expect to be working over weekends or after business hours. Call a friend or family member when coming to or leaving the lab after hours.

Field work:

Our lab group conducts research at several field sites both local and out-of-state. These trips provide unique opportunities that are essential to gain experience with environmental conditions. However, field work can be challenging and risky for a variety of reasons. WHOI has a field safety guide for starting work at new field sites which we have modelled our safety plan from. The WHOI field safety guideline can be found here:

<http://ehs.whoi.edu/ehs/occsafety/FieldworkSafetyGuideline.pdf>

In order to make field work as safe and enjoyable as possible for all participating members, regardless of prior experience we have a field code of conduct

- **Safety training**

All participating members must have completed mandatory safety training provided by WHOI. If possible, participate in the First aid/CPR training provided by WHOI. Anti-



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discrimination, anti-harassment and inclusivity values apply just as much to field work as they do in the lab. Some suggested trainings before embarking on field work are:

- Conducting Racial Risk Assessment of Field Sites
- Conducting Accessibility Assessment of Field Sites
- Allyship Training
- De-escalation Training
- Effective Mentoring of Diverse Individuals
- Policy on float plans/ CPR and first aid certifications
- Policy on complaint reporting
- Training on use of field safety gear and when to use it
- Training on operation of equipment, vehicles, sampling SOP
- Training on communication devices i.e. radios, flares, script for reporting emergencies
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- **Field location guide/location specific guideline**

Provide information about field site, accessibility by vehicle, plan to access site if permission is needed before deploying equipment. Field lead must assess risk for BIPOC/accessibility in case of disability and discuss ways to mitigate risks or de escalate situations. Field lead should discuss project, sampling goals, local co-operating regulatory bodies such as Dept of Marine Fisheries, Wildlife and Fisheries, etc. so each participating member is aware of and can share this information when stopped and asked. Designate a safety "lead" in case junior personnel are uncomfortable with/have lesser experience with reporting incidents to. Protection for targets: protect their safety, allow them to continue their fieldwork with minimal disruption, protect privacy as much as possible. Always have an "out": all field workers must have access to transportation and communication devices whenever possible, with no gatekeepers. Always have multiple resources/avenues to contact help available for all involved and witnesses. These issues can be addressed at seasonal/ on-boarding meeting for new personnel or new field sites.

Make sure each participating member has access to the following before embarking on field work:

- Contact information (off-site contacts for emergencies, nearby contacts/locations in case of emergencies)
- Float plan/ trip plan
- Insurance information



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- Road-side assistance plan for long trips
- Provide signage/logos to all field personnel
- Official letter of support with contact information