

CODE OF CONDUCT OUTLINE FOR UNIVERSITY OF LYNCHBURG/VIRGINIA MUSEUM OF NATURAL HISTORY POD

Code of conduct for lab courses

Courses with lab components are integral to the Environmental Science and Sustainability Studies majors at the University of Lynchburg. The type of work conducted during a lab period can vary from computer analysis to hiking and everything in between. There are a few commonalities in lab courses including the relaxed atmosphere in which the work is completed, often using teams to complete the work, and the close interaction of students and professors. The following are guidelines for your conduct during lab meetings. And violations of this code should be reported to the professor immediately, or other appropriate supervisor as listed below.

1. Students and faculty will respect each other in their language and behaviors at all times. Adherence to the commitment to DEI statement below is mandatory.

Commitment to Diversity, Equity, Inclusion, & Respect for Others

The University of Lynchburg is committed to ensuring that diversity, equity, and inclusion are apparent through a campus community climate where all students, faculty, and staff feel welcomed and are treated equitably and with respect. All campus community members are expected to conduct themselves in ways that exemplify respect for people of all groups and identities adhering to personal values without unduly imposing them on others. Furthermore, campus community members should take responsibility to serve as leaders in promoting compassion for others and in challenging prejudices, biases, and discrimination against all individuals and groups whether due to national origin, gender identity, gender expression, age, marital status, religion, race, socioeconomic status, parental status, political beliefs, diversity of thought, sexual orientation identity, physical/mental ability, genetic information or any other self-identifiers. We must treat everyone with respect and at no time should they harass, assault, or violate the privacy of other persons. Victims of human rights-related incidents or witnesses to them are encouraged to report such incidents. Reports are secure, confidential, and only certain designated University officials have access to the information reported.

To report a bias incident [click here](#), or call the Campus Conduct Hotline toll-free at 866.943.5787, or contact Dr. Robert L. Canida, II, Vice President for Inclusive Excellence at canida_rl@lynchburg.edu.

Code of conduct for research courses

Commitment to Diversity, Equity, Inclusion, & Respect for Others

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Code of conduct for field work and Study Abroad/Domestic Study at Home

FIELD CODE OF CONDUCT (partially copied from the CoC for Basin Research Group) -

- 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.

REPORTING OF CODE OF CONDUCT VIOLATIONS FOR WYOMING DINOSAUR DIG-

- Students will report conduct violations to one of three senior staff members:
 - Brooke Haiar.
 - Adam Pritchard.
 - Lucy Treado.
- If the student is uncomfortable with or unable to report to any of these three staff members, violations will be directed to the University of Lynchburg Campus Conduct Hotline at 866-943-5787 or contact Dr. Robert L. Canida, II, Vice President for Inclusive Excellence (canida_rl@lynchburg.edu).

The VMNH Paleontology Lab's Policy on Non-discrimination and Code of Conduct

The VMNH Paleontological Lab (the "Lab") strives to provide an environment that encourages the free expression and exchange of scientific ideas. In pursuit of that environment, the Lab is committed to equality, both in opportunity and in treatment, for all of its staff/volunteers. The Lab will not discriminate in its activities or services on the basis of race, color, national or ethnic origin, immigration status, religion, age, marital status, parental status, sex, sexual orientation, gender identity or expression, socioeconomic background, educational background, disability, or military service or veteran status. The Lab will strive to ensure that all Lab work is conducted in a professional manner in which all present are treated with dignity and respect.

Scope and Settings

The Lab recognizes any behavior as unacceptable when it has the effect (or could reasonably be assumed to have the effect) of creating, contributing to, or maintaining a professional environment that is hostile toward or damaging to a person or group on the basis of race, color, national or ethnic origin, immigration status, religion, age, marital status, parental status, sex, sexual orientation, gender identity or expression, socioeconomic background, educational background,

disability, or military service or veteran status. Such unacceptable behaviors are prohibited by the Code of Conduct.

The Code of Conduct provided herein applies to all staff/volunteers of the Lab, including student, professional, amateur, and retired staff/volunteers, and to all participants in Lab and Lab-sponsored events/fieldwork. Your presence and participation in the Paleontological Lab and its fieldwork/special events constitutes an agreement to adhere to the Code of Conduct. These policies cover conduct in all professional and educational settings and related environments, and in relation to both staff/volunteers and non-staff/volunteers. These settings may include, but are not limited to:

Any professional workplace, networking event, or activity;

Outreach, office meetings, and other paleo affiliated special event and activities;

Professional and educational field work settings, including transport vehicles and housing associated with such settings;

Informal spaces where there are social activities with Lab staff/volunteers;

Expectations – Code of Conduct for Paleontological Lab Staff/volunteers and Event Participants

Staff/volunteers of the Lab and participants in Lab events (hereafter “Lab staff/volunteers”) agree to adhere to the Policy of Non-discrimination and Code of Conduct. This Code of Conduct applies to all Paleontological Lab sponsored events and activities. Expectations with respect to the conduct and actions of Lab staff/volunteers are as follows:

Lab staff/volunteers will treat others with dignity and respect, regardless of their own or another’s race, color, national or ethnic origin, immigration status, religion, age, marital status, parental status, sex, sexual orientation, gender identity or expression, socioeconomic background, educational background, disability, or military service or veteran status.

Lab staff/volunteers will communicate with civility.

Lab staff/volunteers will give fair and equitable consideration to all students, postdoctoral scholars, faculty, professionals, and amateurs, regardless of their race, color, national or ethnic origin, immigration status, religion, age, marital status,

parental status, sex, sexual orientation, gender identity or expression, socioeconomic background, educational background, disability, or military service or veteran status.

Lab staff/volunteers engaged in student mentoring will encourage all students in a respectful manner that is inclusive of diverse backgrounds and experiences, and recognizes that education is fundamental for the promotion of student learning and professional development.

Lab staff/volunteers will observe the guidelines for the reporting of prohibited behavior and recognize that such guidelines are in effect at all times.

Lab staff/volunteers will not practice, incite, encourage, or condone harassment in any form.

Prohibited Behaviors

Behaviors that are prohibited and which may result in disciplinary action include:

Harassment in any form, including sexual harassment, denigrating jokes, stereotyping, or a recurring pattern of microinvalidations, microassaults, microaggressions, and microinsults.

Physical abuse or intimidation, including disregard for another's safety;

Verbal or written abuse or intimidation (in-person or remotely), including but not limited to: harmful or negative comments related to race, color, national or ethnic origin, immigration status, religion, age, marital status, parental status, sex, sexual orientation, gender identity or expression, socioeconomic background, level of education, disability, or veteran status;

Display or distribution of images or recordings involving provocative behavior, bigotry, nudity, sexual activities, or physical force against oneself, another person, or a community;

Intentional, unwelcome physical behaviors (in-person or remotely), including but not limited to: stalking, physical contact, and aggressive or intimidating displays and/or body language;

Threats (implied or real) of physical, emotional, professional, or financial harm;

Any other behaviors that may reasonably be assumed to have the effect of creating, contributing to, or maintaining an environment that is hostile toward or damaging to a person or group.

Reporting an Allegation of Code of Conduct Violation

Staff/volunteers who are subjected to or witness prohibited behavior should notify Rhonda Casey, Human Resource Manager, via rhonda.casey@vmnh.virginia.gov or by phone 276-634-4158.

Anyone subject to or witnessing behavior that constitutes an immediate or serious threat to public or individual safety or a criminal act should contact local law enforcement. Those witnessing a potential criminal act should also take actions necessary to maintain their own personal safety.