

Earth and Atmospheric Science Code of Conduct

Overview

As members of the Earth and Atmospheric Science Department at the University of Alberta, we aim to create a space where a diverse community of staff and students can learn from one another. Respectful and mindful conduct is the foundation of great scientific development, and as a department we strongly support equity and inclusion practices. We are actively working to minimise the current barriers that impede minority scientists in their endeavours. The below Code of Conduct reflects a shared set of values in this department. These values are evolving. As we work to make our department more inclusive and equitable, this Code of Conduct should be referenced and revised. Our hope is to learn and grow through personal and community trust, concern, and respect; we hold each other accountable to the following behavioral guidelines, reporting procedures, and training.

Guidelines

- Use kind and compassionate language and tone when speaking to others.
- Workplace harassment is not tolerated. Harassment includes actions, comments or displays that belittle, disrespect, demean or cause personal humiliation to others, as well as acts of intimidation or acts that comprise another's personal safety (sexual and physical harassment).
 - Discrimination based on race, ethnicity, nationality, gender, sexual orientation, religion, disability (physical and neurological), physical appearance, age and family circumstances are examples of harassment.
 - Sexual harassment includes any unwelcomed sexual attention, inappropriate touching, sexual comments, sexual jokes or sexual questions
 - Examples:
 - Offensive comments or slurs
 - Stalking
 - Failure to make reasonable accommodations
 - Coercion
 - Ostracizing behaviours
 - Belittling behaviour (cutting people off during conversations)
 - See for a comprehensive list of what constitutes harassment <https://i-sight.com/resources/11-types-of-workplace-harassment-and-how-to-stop-them/>
- When communicating via email, Slack, etc., be mindful of tone and recognize language barriers
- Provide constructive support and feedback to others (avoid harsh or unnecessary critique)
- Ensure that you have the appropriate training to conduct research safely and considerately (see training section)
- Try to educate yourself and others in your research group and in the department about building safe and inclusive communities

- Respect and care for our communal spaces
- Be an active and respectful listener, be mindful of minimising other people's experiences or achievements
- If you witness behavior that does not adhere to this Code, confront the offending party if you are comfortable. Alternatively use any of the reporting methods outlined below. Failure to hold ourselves and others accountable to this Code of Conduct could result in more formal confrontation.

Reporting

Several options exist for those that are negatively affected by the behaviour of other individuals and groups in the department.

For graduate students:

1. Speak to your supervisor
2. If you're supervisor is the one at fault, please speak to another member of faculty including:
 - a. A faculty mentor
 - b. Head of Graduate Studies
 - c. Chair of the department
3. If you feel uncomfortable raising the complaint with faculty within the department, please contact the student [ombuds](#) service for assistance
4. If you'd prefer to remain anonymous, fill in the online anonymous complaint form that can be found on the department website

For undergraduate students:

1. Speak to your graduate mentor
2. Speak to your faculty mentor
3. Speak to another member of faculty that you feel comfortable with
4. Speak to the head of undergraduate studies
5. Speak to the chair of the department
6. Speak to the student [ombuds](#) service
7. If you'd prefer to remain anonymous, fill in the online anonymous complaint form that can be found on the department website

For staff:

1. Speak to another member of faculty that you trust
2. Speak to the chair of the department
3. If you'd prefer to remain anonymous, fill in the online anonymous complaint form that can be found on the department website

Training and resources

Policy on discrimination, harassment and duty to accommodate:

<https://policiesonline.ualberta.ca/PoliciesProcedures/Policies/Discrimination-Harassment-and-Duty-to-Accommodate-Policy.pdf>

Resources on Sexual Violence in the workplace:

<https://www.ualberta.ca/human-resources-health-safety-environment/health-and-wellbeing/healthy-work/sexual-violence-in-the-workplace.html>

Resources on psychological health and safety in the workplace:

<https://www.ualberta.ca/human-resources-health-safety-environment/media-library/health-and-wellbeing/mental-health/psychological-risk-factors/psychological-health-and-safety-resource-guide.pdf>

Resources on fieldwork training:

https://docs.google.com/spreadsheets/d/1a7Rc3n4bHyUOyJluqgQEvFZz6jas_1mb78UQxYzW-qU/edit#gid=0

HSE training:

<https://www.ualberta.ca/human-resources-health-safety-environment/environment-and-safety/training/index.html>

- Creating a field activities plan
- Guide to helping individuals at risk
- Supervisory Training EHS Professional Development
- WHMIS 2021
- Working safely at the U of A

Employee and Family Assistance Program training:

<https://www.ualberta.ca/human-resources-health-safety-environment/health-and-wellbeing/employee-and-family-assistance-program/supports-for-career-life-cycle.html>

- Respect in the workplace
<https://www.ualberta.ca/human-resources-health-safety-environment/media-library/health-and-wellbeing/efap/respectintheworkplace.pdf>

U of A learning providers:

<https://www.ualberta.ca/human-resources-health-safety-environment/learning-and-development/ualberta-learning-providers.html>

Student Ombuds Service

<https://www.ualberta.ca/current-students/ombuds/index.html>