ARC Code of Conduct 2021

[DRAFT VERSION]

ARC D&I Committee:

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To complement our values, we have created a code of conduct that serves as an official commitment to fellow students, faculty and staff concerning the behaviour we expect (and the behaviour we discourage) at ARC.

Why A Code of Conduct Makes a Difference for Diversity and Inclusion

Ensuring that everyone at ARC feels included is a big priority for us. That is why creating a framework for expected behaviour is something we feel is important for our continued work on inclusion. We value every member (students, faculty and staff) at ARC and would never want anyone to feel excluded, ignored or bullied. This is why we are placing so much importance on this code of conduct. This is a living set of guidelines that everyone on the team has access to, and members must feel free to suggest changes or bring up discussion about it at any time.

ARC is dedicated to creating an inclusive environment for everyone, regardless of race, ethnicity, religion, colour, national origin, age, disability (physical or mental), sexual orientation, gender identity, parental status, marital status, and political affiliation as well as gender expression, mental health status, socioeconomic status or background. We are united by these values, and we celebrate our unique differences.

We put forth this code of conduct not because we anticipate bad behaviour, but because we believe in the already exceptional level of respect among the team. We believe that articulating our values and accountability to one another reinforces that respect and provides us with clear avenues to correct our culture should it ever stray. We commit to enforce and evolve this code as our team grows.

Expected Behaviour

Every member of the ARC team is expected to work smart, be considerate of their teammates, and contribute to a collaborative, positive, and healthy environment in which we can all succeed. Specifically:

- **Be supportive of your colleagues, both proactively and responsively**. Offer to help if you see someone struggling or otherwise in need of assistance (taking care not to be patronising or disrespectful). If someone approaches you looking for help, be generous with your time; if

you are under a deadline, let them know when you will be able to help or direct them to someone else who may be of assistance.

- **Be inclusive**: Go out of your way and across cultures to include people in team jokes or memes; we want to build an environment free of cliques. Avoid slang or idioms that might not translate across cultures, or be deliberate in explaining them to share our diverse cultures and languages. Speak plainly and avoid acronyms and jargon that not everyone may understand. Be an ally to teammates when you see a need.

- **Be collaborative**. Involve your teammates in brainstorms, sketching sessions, code reviews, planning documents, and the like. It is part of our values to share early and ask for feedback often. Do not succumb to either impostor syndrome (believing that you do not deserve to be here) or the Dunning-Kruger Effect (believing you can do no wrong). Recognize that in addition to asking for feedback, you are similarly obligated to provide it.

- **Be generous in both giving and accepting feedback.** Feedback is a natural and important part of our culture. Good feedback is kind, respectful, clear, and constructive, and focused on goals and values rather than personal preferences. You are expected to give and receive feedback with gratitude and a growth mindset.

- **Be respectful toward all time zones**. Embrace habits that are inclusive and productive for team members wherever they are: make liberal use of asynchronous communication tools, document syncs and decisions thoroughly, and pay attention to time zones when scheduling events.

- **Be kind.** Be polite and friendly in all forms of communication – especially remote communication, where opportunities for misunderstanding are greater. Avoid sarcasm. Tone is hard to decipher online; make liberal use of emoji, GIFs and Bitmoji to aid in communication. Use video hangouts when it makes sense; face-to-face discussion benefits from all kinds of social cues that may go missing in other forms of communication.

Unexpected Behaviour

The ARC team is committed to providing a welcoming and safe environment for all. Discrimination and harassment are expressly prohibited. Furthermore, any behaviour or language that is unwelcoming—whether or not it rises to the level of harassment—is also strongly discouraged.

- **No exclusionary language:** Be careful in the words that you choose, even if it is as small as choosing "hey, everyone" over "hey guys". Sexist, racist, ableist, and other exclusionary jokes are not appropriate and will not be tolerated under any circumstances.
- **No subtle-isms:** Much exclusionary behaviour takes the form of subtle-isms, or microaggression – small things that make others feel unwelcome. For example, saying "it's so easy my grandmother could do it" is a subtle-ism with tones of both sexism and ageism. Regardless of intent, these comments can have a significant demeaning impact on teammates. If you see a subtle-ism, you can point it out to the relevant person, either publicly or privately, or you can ask an ARC D&I committee member to say something. (If you are a third party, and you do not see what could be biased about the comment that was made, feel free to talk to the ARC D&I committee.)
- **Harassment and Bullying:** ARC will not tolerate verbal, nonverbal, physical, or sexual harassment or bullying of any kind. Behavior and language acceptable to one person may not be to another. Unwelcome attention, threatening or abusive language, insulting, hurtful, or disrespectful comments, are strictly banned from ARC. Members must make every effort to ensure that words and actions communicate respect for others.

  Members further shall not recklessly or maliciously injure, or attempt to injure, directly or indirectly, the reputation and career prospects of others.

  Members should be especially conscientious of real or perceived power gradients such as seniority, status, or reputation, that may place a member in a vulnerable position.

Scientific Misconduct

All members should demonstrate personal and organizational integrity in all matters. Fabrication of data or selective reporting of data with the intent to mislead or deceive is unethical, unacceptable, and fraudulent, as is the appropriation of unpublished data or research results from others without permission and attribution. It should be recognized that honest error is an integral part of the scientific enterprise. It is not unethical to be wrong, provided that errors are promptly acknowledged and corrected when they are detected.

Reporting or addressing a problem

These guidelines are ambitious, and we acknowledge that we are not always going to succeed in meeting them. When something goes wrong—whether it is a microaggression or an instance of harassment—there are a number of things you can do to make sure the situation is addressed.

1. Most recommended: Talk to a member of the ARC D&I committee. The D&I committee members take concerns about these issues very seriously. We are here for you to discuss the problem and we will figure out what steps to take next. You can make a report either personally or anonymously. We are keen to hear concerns about situations of any size and magnitude. In all cases, we will provide feedback to anyone who reports a problem; always maintaining confidentiality.

2. Recommended: Talk to your supervisor/lecturer. Your supervisor probably knows quite a lot about the dynamics of your research group, which makes them a good person to look to for advice. They should also be able to talk directly to the colleague/member in question if you feel uncomfortable or unsafe doing so yourself.

3. Address it directly. For smaller incidents that might be settled with a brief conversation, you can choose to directly talk/message the person in question or set up a video chat to discuss how it affected you. Please use this approach only if you feel comfortable; you do not have to carry the weight of addressing these issues yourself. If you are interested in this option but unsure how to go about it, try discussing this with a member of the D&I committee first—they will have advice on how to make the conversation happen and can also join you in a conversation.

Resolution of Conflicts and Complaints

The ARC Diversity and Inclusivity Committee (ARC-DI) is available to provide conflict resolution, with the hope of achieving satisfactory outcomes. If it becomes apparent, at any point during the conflict resolution process, that the complaint implies potentially criminal acts, the appropriate authorities will be notified immediately.

ARC members who believe that they have been negatively impacted by a possible violation of the Code of Conduct would start the process by contacting the ARC-DI. Any ARC-DI member that could have a conflict of interest will not attend any discussion nor take any part in a decision if it has to be made. The ARC-DI will then communicate with the initiator, securing confidentiality, to determine the basic parameters of the complaint and to determine how the initiator would like to proceed.

Should the desire be for further action, the ARC-DI will enquire further. If the initiator opts to end confidentiality, then the ARC-DI may contact other parties, in order to gather more viewpoints and to try to help mediate an informal resolution. The ARC-DI will seek to handle this discretely and to limit discussion of the case to not go beyond the ARC-DI and the involved parties.

Should the initiator opt to pursue a formal complaint, then the ARC-DI will provide advice and discuss with the initiator. However the ARC-DI is not a legal institution, therefore while it will assist the initiator the best it could, the ARC-DI will have to refer the case to an external body with jurisdiction over the accused, such as one or more of the institutions employing those involved. The ARC-DI will then accept and apply the decision of the one or more institutions involved, however it reserves the right to apply internal sanctions if need be. It is noted that anonymous complaints cannot be addressed. The ARC-DI will seek to resolve any complaints in a prompt manner, ideally within 2 months of the receipt of the complaint.

Should a party seek to appeal the decision of the ARC-DI, then such appeal should be made within one month of the communication of the decision. The appeal will be heard by the ARC-DI, excluding those who are conflicted or recused.

In no circumstance does the ARC Code of Conduct supplant laws or institutional policies or requirements to which members of ARC or home institutions are subject, including reporting requirements these individuals or entities may have. It is understood that

ARC members may report allegations of violations to home institutions, government agencies, or local authorities for investigation per applicable laws, regulations, and policies. Further, it is understood that some ARC-DI members may opt to recuse themselves due to these external policies and laws.

It is important to protect individuals from false, unsubstantiated, or inaccurate accusations. It is a violation of the Code of Conduct to knowingly provide false information, knowingly make a false report of suspected misconduct or a subsequent false report of retaliation, or knowingly provide false answers or information in response to an ongoing investigation.

Retaliation

Retaliation toward a member who pursues any of these options, or toward anyone assisting either in the conflict resolution process or in the investigation of a formal complaint, is a violation of this Code.

Consequences

Note that members of ARC (students, faculty and/or staff) who either grossly or repeatedly violate this code of conduct could be expelled from ARC.

Acknowledgements

Parts of this conduct are based on the Buffer.com code of conduct, the BUFFALO collaboration's code of conduct, the LSST DESC Professional Conduct Committee and the Euclid Consortium codes of conduct, which provided a starting point for this document and from which passages have been adopted.

We emphasise that ARC intends to provide a safe, tolerant, welcoming environment and we can only achieve this by all members working together with this common purpose.