

BROADN Code of Conduct

Updated 9/16/2022

This document is a tool to create a safe, supportive, and productive environment. The code of conduct applies to *all BROADN faculty, staff, students, volunteers, and contractors. at all BROADN-related activities and events that occur on or off campus, as well as BROADN-related social media content and activities.*

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Overview

The National Science Foundation (NSF) Biology Integration Institute Regional OneHealth Aerobiome Discovery Network (BROADN) values the diverse perspectives, skills, and abilities of all of its members. We promote respect, curiosity, and inclusiveness in all activities while recognizing that safety, well-being, and transparent communication are priorities in all aspects of our research and educational efforts.

BROADN's leadership is united in its commitment to a respectful, diverse, and inclusive environment. This commitment also aligns with the expectations of NSF, Colorado State University (CSU), and partner institutions: University of Colorado Boulder (CU-Boulder), CSU-Pueblo and Doane University.

Fostering a Collegial Culture

We all want to work in an environment where we feel supported and respected, and where discrimination and harassment are promptly addressed. You can make a difference in creating and maintaining a positive workplace by remembering to

Respect: Accept others for who they are, even when you may not agree with what they believe or value.

Trust: Have confidence in the compassion and reliability of others.

Collaborate: Work together towards a common goal.

Communicate: Exchange thoughts and ideas in an open and honest manner; speak up for yourself while allowing others to do the same.

Expectations and Rights

Research activities necessitate certain expectations be met to ensure safety, personal growth and development, and scientific progress.

Every Individual is Expected to:

1. Treat everyone respectfully and actively make everyone feel included. Listen to others' viewpoints and ideas. Approach cultural differences with inquisitiveness instead of stereotypes.
2. Always conduct yourself in a responsible manner. Follow safety and ethics protocols. Complete required training.
3. Be conscientious of your limits. Your health and safety are more important than your research.
4. Be genuine in what you know and don't know. Be enthusiastic to learn about what you don't know. Ask if you are unsure of anything.
5. Keep detailed notes and records. Be neat and organized.
6. Be respectful and conscientious when criticizing the work of others. Be responsive to criticism.
7. Be honest and forthright when you have made a mistake. EVERYONE will make mistakes. Apologize when necessary.
8. Alert lab members and/or appropriate staff if you see something wrong.
9. Maintain high ethical standards. Be honest in reporting your experiments. Give credit where credit is due.
10. Share your knowledge and techniques with others

Field Research¹

Field research occurs outside "typical" workplaces, often in remote locations that create additional safety concerns and new team dynamics.

All field campaigns must designate a field-site supervisor that will make time-sensitive decisions and address any conflict or disputes in the field. The supervisor is responsible for keeping field-participants as well as campus-based project leadership updated on day-to-day events, scientific progress, and any problems that might arise. If unsafe or unprofessional behavior is observed, field members are encouraged to respond by reporting to the field-site supervisor and/or campus-based project leadership.

¹ Adapted from https://www.uaf.edu/research/files/researcher-support/032017_IARC-Field-Code-of-Conduct.pdf

All Field Members Have the Right to:

1. Be informed about the plans, nature of the work, and risks involved.
2. Express any general concerns about their safety and comfort.
3. Have safe accommodations with whom they are comfortable.
4. Experience a social environment with which they are comfortable.
5. Not be left alone in the field.
6. Request and obtain training.
7. Refuse to participate in activities they feel are unsafe or they are uncomfortable with.
8. Be evacuated from the field site without retaliation or adverse effects if these rights are not met.

After returning from a field campaign, leadership will debrief with the supervisor and all field campaign participants to review and assess whether there were any safety or behavior concerns.

Power Imbalances

The highly competitive and hierarchical structures of academia also create susceptibilities for abuse of power and bullying. The traditional model of working in a research specialty under the close supervision of one advisor depends on good faith. Qualifications, such as seniority and supervisory capacity, endow certain individuals with greater authority to affect the career outcomes of their colleagues and students.

One protection against this is to have more than one advisor. Both students and postdocs are strongly encouraged to advocate for themselves and seek out additional mentors. Please reach out to BROADN leadership if you need help finding additional mentors.

Anti-harassment Policy

We are committed to maintaining a climate of fairness, cooperation, and professionalism.

BROADN leadership will not tolerate:

Sexual harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. This is especially important for those in positions of authority since individuals with lower rank or status may be reluctant to express their objections or discomfort regarding unwelcome behavior.

Other harassment: Conduct includes, but is not limited to the following: epithets, slurs, or negative stereotyping; threatening, intimidating, or hostile acts; denigrating jokes and display or circulation of written or graphic material that denigrates or shows hostility or aversion toward an individual or group.

Discrimination: Bias or prejudice resulting in denial of opportunity, or unfair treatment regarding selection, promotion, or transfer. Discrimination is practiced commonly on the grounds of age, disability, ethnicity, origin, political belief, race, religion, sex, etc. factors which are irrelevant to a person's competence or suitability.

Retaliation: Taking some action to negatively impact another based on them reporting an act of discrimination or harassment.

Bystander Intervention

Speaking up is not always easy, but it's the only choice we have if we are to ensure our program remains headed in the right direction. We must all be willing to speak up if we see behavior that is not right. We will support anyone who speaks up.

Bystander Intervention is recognizing a potentially harmful situation or interaction and choosing to respond in a way that could positively influence the outcome. These are some methods to support someone who is being harassed.

Direct: Directly address harassment during or after incident (to harasser and/or victim)

Distract: Indirectly interrupt by changing the subject

Delegate: Find someone else to interrupt the behavior

Delay: After incident, check in with person to offer help

Document: Film the incident, write a witness statement, ask victim to report.

We require that all personnel complete bystander training. Many institutions provide and require bystander training. If you need alternative or additional training, this website: <https://righttobe.org/bystander-intervention-training/> offers bystander training.

Please send documentation of completed training to Beth.Marie.Hayes@colostate.edu within one month of starting in the BROADN program.

Research Integrity

Science builds on previous results and requires that research records remain free from unethical or untrue content. Research misconduct can have long-lasting impacts on future research and huge financial and punitive costs to both individuals and institutions. Researchers have an ethical responsibility to other scientists, to themselves, and the public to maintain research integrity.

The Office of Science and Technology Policy (OSTP) defines research misconduct² as the “fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results.”

Fabrication: Making up data or results and recording or reporting them.

Falsification: Manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented in the research record.

Plagiarism: The appropriation of another person's ideas, processes, results, or words without giving appropriate credit.

Note: Research misconduct does not include honest error or differences of opinion.

² For case studies and more information on identifying misconduct and steps to prevent misconduct, please see:

“On Being a Scientist: A guide to responsible conduct in research” by the Committee on Science, Engineering and Public Policy.

The third edition (2009) available here: <https://nap.nationalacademies.org/catalog/12192/on-being-a-scientist-a-guide-to-responsible-conduct-in>

National Postdoc Association’s Responsible Conduct of Research Toolkit

Available online here: <https://ethicscenter.web.illinois.edu/wp-content/uploads/2018/10/npa-rcr-toolkit.pdf> and this focus on Writing:

“Avoiding plagiarism, self-plagiarism, and other questionable writing practices: A guide to ethical writing” by Miguel Roig, Ph.D.

Available online here: <https://ori.hhs.gov/sites/default/files/plagiarism.pdf>

Examples of Unacceptable Behavior that Will Result in Disciplinary Action

- Behaviors targeting individuals or groups, such as:
 - Harassment, discrimination, racism³, sexism⁴, microaggressions⁵, bias⁶
 - Bullying⁷, aggression, violence
 - Stereotyping (including assumptions about classical gender roles)
 - Misogyny⁸, misandry⁹
 - Exclusionary or offensive comments
 - Other harmful behavior that is intended to intimidate, belittle, humiliate, or threaten
- Unauthorized purchases
- Unauthorized use, including misuse, of facilities, equipment, or services
- Illegal or unauthorized possession, use, or sharing of weapons, drugs, or alcohol
- Unethical research, including falsification of data or information
- Sharing other people's confidential or private information, including photos, without consent
- Retaliation
- Theft, property damage, or vandalism
- Talking about sex while at work
- Touching your colleagues without consent
- Negatively commenting on a colleague's physical appearance or the food they eat
- Making romantic or sexual advances
- Violation of university policy and local, state, or federal laws

Possible Sanctions for Violations

Sanctions for unacceptable behavior will be commensurate with the nature and severity of the offense, whether violations have been persistent, and the impact of the offense on any other people involved. The process for reviewing and enforcing sanctions may include one or more of the following:

- One oral or written warning to cease their behavior (further reports will result in sanctions)

³ Racism is prejudice, discrimination, or antagonism directed against a person or people on the basis of their membership in a particular racial or ethnic group, typically one that is a minority or marginalized.

⁴ Sexism is prejudice or discrimination based on one's sex or gender

⁵ Microaggressions are commonplace daily verbal, behavioral or environmental slights, whether intentional or unintentional, that communicate hostile, derogatory, or negative attitudes toward stigmatized or culturally marginalized groups

⁶ Bias refers to any prejudice that is meant to intimidate, demean, mock, degrade, marginalize, or threaten individuals or groups based on that individual or group's actual or perceived identities

⁷ Bullying is the use of force, coercion, hurtful teasing or threat, to abuse, aggressively dominate or intimidate

⁸ Misogyny means hatred of women

⁹ Misandry means hatred of men

- Reassignment of work duties to avoid interaction with, and physical proximity to, victim
- Suspension or removal from future events, field campaigns, lab research/analysis, etc.
- Removal from BROADN completely
- Refund compensation or monetary support received through BROADN
- Formal and public declaration of the harassment, calling for the resignation of the harasser

Reporting Mechanisms

We are thankful for the courage of anyone who reports a code of conduct violation. Your voice helps keep our environment safe, supportive and productive for all participants. We encourage you to report anything you see that may be creating an unsafe environment or violating the code of conduct, no matter how big or small the issue.

Options to Report Code of Conduct Violations

- Discuss with your immediate supervisor or instructor.
- Email the BROADN project manager, Beth Hayes (beth.marie.hayes@colostate.edu)
 - Please include the complete [reporting form](#).
- Follow other reporting mechanisms for your home institution.

At CSU-Fort Collins

Report discrimination and harassment to the Office of Equal Opportunity through email to oeo@colostate.edu or by calling (970) 491-5836.

Report Title IX sexual harassment to the Office of Title IX Programs and Gender Equity. Email titleix@colostate.edu, call (970) 491-1715, or submit report online at https://cm.maxient.com/reportingform.php?ColoradoStateUniv&layout_id=17.

At CSU-Pueblo

Report Title IX, sexual harassment or gender discrimination here:
<https://www.csupueblo.edu/institutional-equity/reporting/incident-report.html>.

At CU-Boulder

Call or email the Office of Institutional Equity and Compliance (303-492-2127 or cureport@colorado.edu). You may also fill out this online form https://cuboulder.qualtrics.com/jfe/form/SV_0PnqVK4kkIJZnf.

At Doane University

Email complaints to the Title IX Coordinator (titleix@doane.edu).

Options to Report Scientific Misconduct

If you have any questions or think someone is partaking in scientific misconduct please talk to your advisor(s), BROADN management, or reach out to your institute's Research Integrity Officer (RIO):

CSU

Kimberly Cox-York
Research Integrity Officer (RIO)
(970) 491-5241
kimberly.cox-york@colostate.edu

CSU-Pueblo

Office of Research and Sponsored Programs

719.549.2278

ORSP@csupueblo.edu

CU-Boulder

Dr. Jon Reuter

Assistant Vice Chancellor of
Research Integrity & Compliance

303-735-5809

jon.reuter@colorado.edu

Doane University (does not have RIO)

Report to your direct supervisor or

Judy Kawamoto

Vice President of Student Affairs,
402.826.6789

judy.kawamoto@doane.edu