

ENGRAVE Code of Conduct

By the ENGRAVE Governing Council (Version 1.2 April 2019)

ENGRAVE is a large collaboration with members from diverse backgrounds. We strive for an inclusive and respectful environment for collaboration members independent of their background, age, and stage or path of career. Consortium members should pay particular attention to interactions with students and postdoctoral researchers.

1. Discrimination

Members of ENGRAVE should treat each other with equity and respect, regardless of personal attributes including but not limited to: (alphabetically) age, disability, ethnicity, gender, gender expression, gender identity, lactation, nationality, physical appearance, political affiliation, pregnancy, race, religion, sexual orientation, and status as a caregiver (including as a parent).

2. Harassment

ENGRAVE does not tolerate verbal, non-verbal or physical harassment of any kind. Behaviours and language acceptable to one person may not be to another. Members must make every effort to ensure that words and actions communicate respect for others. In particular, sexual harassment is not tolerated in ENGRAVE, including, but not limited to, inappropriate verbal and physical conduct, unwelcome sexual advances, and requests for sexual favours.

3. Bullying

Bullying in any form, including, but not limited to, physical bullying, verbal abuse, disparagement, intimidation, exclusion, spreading personal rumours, is not tolerated in ENGRAVE

4. Scientific Misconduct

Members of the Consortium must perform research in a well-documented and ethically sound manner. Falsification of data or results, plagiarism, taking credit for others' work or any other scientific misconduct will not be tolerated. Members are expected to be familiar with, and abide by, their home institution's codes and policies on good research practice/research integrity and research misconduct. Any allegations of research/scientific misconduct may be referred to the member's employing institution for investigation.

5. ENGRAVE Meetings

When ENGRAVE members come together in person for meetings, the Code of Conduct does not change, although some aspects of it become more relevant. The Meeting Code of Conduct highlights considerations related to professional behaviour and communications. All attendees at ENGRAVE sponsored meetings must agree to the Meeting Code of Conduct at registration. ENGRAVE in-person meetings will have two Meeting Contact Persons to support compliance with the Meeting Code of Conduct. The role and function of the Meeting Contact Persons is outlined in the ENGRAVE Meeting Contact Person Policy.

6. Implementation

All ENGRAVE members are expected to abide by this Code of Conduct

Any member of ENGRAVE with a concern about a violation of the Code of Conduct for ENGRAVE related work may make a formal complaint to the ENGRAVE Governing Council Chair.

In the case of a formal complaint, the ENGRAVE Governing Council Chair will designate two members of the combined GC or EC (to hear both sides of the complaint, and if appropriate, consult witnesses. The ENGRAVE Governing Council Chair is responsible for ensuring the timely resolution of any formal complaints. If the grievance process could affect normal ENGRAVE activities, relevant Working Group convenors will be notified of the investigation in confidence. If the complaint is upheld, the Governing Council will have a range of actions at their disposal to remedy the situation, up to and including removal of ENGRAVE membership status.

In addition, the Governing Council reserves the right to revoke ENGRAVE membership status without formal investigation based on sanction or censure by the member's department, institution, or professional society for activity that constitutes a violation of the ENGRAVE Code of Conduct or places ENGRAVE members at risk.

The Governing Council will communicate the outcome of any investigation only to the complainant(s), the respondent(s) and working group convenors (if relevant).

If the Code of Conduct violation relates to the ENGRAVE Governing Council Chair then this should be reported to any member of the Governing Council. The Governing Council will then convene an independent committee (from the GC and EC and may co-opt anyone they think appropriate) who will be afforded the power to investigate and make recommendations to the Governing Council for resulting actions.

In no circumstance does the ENGRAVE Code of Conduct supplant laws or institutional policies or requirements to which members of Governing Council or home institutions are subject, including reporting requirements these individuals or entities may have. It is understood that ENGRAVE members may report allegations of violations to home institutions, government agencies, or local authorities for investigation per applicable laws, regulations, and policies.

This Code of Conduct shall not be construed as creating any employer-employee, joint venture, partnership, duty, trust, obligation to pay, or other relationship between ENGRAVE member institutions, grantors, funding institutions or agencies, home institutions. Although ENGRAVE encourages all members to abide by this Code of Conduct, ENGRAVE remains a voluntary member body, and members and their affiliated institutions waive any and all claims, liabilities, or damages against ENGRAVE member institutions, grantors, funding institutions or agencies, home institutions, and ENGRAVE members involved in implementing the Code of Conduct arising from the enforcement of, or failure to enforce, this Code of Conduct.

7. ENGRAVE Meeting Code of Conduct

The ENGRAVE Consortium and the local organizers are committed to conducting meetings that are productive and enjoyable for everyone. ENGRAVE will not tolerate harassment of participants in any form and has adopted a Meeting Code of Conduct² (Meeting CoC) as part of the ENGRAVE CoC. By attending any ENGRAVE meeting you agree to:

- Behave professionally. Exclusionary or offensive comments or jokes related to personal attributes are not appropriate.
 - Personal attributes covered by this policy include but are not limited to (alphabetically): age, disability, ethnicity, gender, gender expression, gender identity, lactation, nationality, physical appearance, political affiliation, pregnancy, race, religion, sexual orientation, and status as a caregiver (including as a parent).
 - Unacceptable behaviour includes, but is not limited to, sustained disruption of talks or other events, unwelcome physical contact, sexual attention or innuendo, intimidation, stalking, and recording of an individual without consent.
- Communicate appropriately. Aim for a professional audience including people of many different backgrounds. Sexual language and imagery are not acceptable.
- Be kind. Do not insult or put down other meeting participants.

All participants are empowered to request that undesirable behaviour be stopped. Participants asked to stop any behaviour inconsistent with this Meeting CoC are expected to comply immediately. Each ENGRAVE in-person meeting will have two designated Meeting Contact Persons with the authority to take action up to and including requiring an attendee to leave a meeting. The ENGRAVE Meeting Contact Person Policy provides details of their role and function.

8. ENGRAVE Meeting Contact Person Policy

For each in-person ENGRAVE meeting (ENGRAVE sponsored, organized, or funded), two persons are designated as Meeting Contact Persons. Their role is to support compliance with the ENGRAVE Meeting Code of Conduct (Meeting CoC) and to take action to resolve harmful situations.

The Meeting Contact Persons are available to meeting participants who are experiencing conflicts or disputes as part of the ENGRAVE meeting activities. The Meeting Contact Person will work together with the participants who consult them to identify options for managing and resolving disputes and conflicts. This includes providing advice and support, and taking action as needed to defuse a harmful situation, up to and including requiring the offender to leave the meeting.

The organisers of each meeting will provide nominations for the Meeting Contact Persons to the Executive Committee at the initiation of the meeting planning. The Executive Committee will be responsible for ratifying the appointment of the Meeting Contact Persons. The authority to act is afforded to the Meeting Contact Persons by the ENGRAVE Governing Council and is in place throughout all meeting sessions and activities, including informal gatherings.

It may not be possible for both Meeting Contact Persons to be present at all sessions comprising a meeting, but at least one Meeting Contact Person will be present at every plenary session (or equivalent) and both Meeting Contact Persons will be available for consultation on every day of the meeting. They will not be members of Executive Committee. They will have a strong understanding of ENGRAVE policies. They have authority to act as Meeting Contact Persons under these policies, and will report their actions directly to the Governing Council and the Executive Committee through the respective Chairs. All Meeting Contact Person decisions are final and not subject to appeal.