



## **BMS20: Biomakespace Code of Conduct**

Biomakespace is building a multidisciplinary, volunteer-driven community laboratory for collaborative experimentation at the interface of biology and engineering. We aim to provide a supportive, safe environment for discovery and innovation through team-based projects and curiosity-driven research

We strive to make our community open to *everybody*, regardless of scholarly or professional background, gender identity and expression, sexual orientation, ability, physical appearance, body size, race, age, economic background, country of origin or employment, religion, and other characteristics. As we come from different backgrounds, it is important to be intentional about providing respectful, equitable spaces — both online and in person — for our community to come together and engage in constructive, respectful discourse.

We particularly strive for equity. We are intentional about actively reducing the inequitable barriers that stand between science and those who create, use, and learn from it.

### **Scope**

This code of conduct applies to all Biomakespace interactions and spaces, both online and in person. By attending Biomakespace events, space and posting in our online forums, you are agreeing to this code of conduct.

### **Revision of the Code of Conduct**

This Code of Conduct will evolve and be reviewed over time. Any review process will be initiated at the discretion of and organised by the directors. The code will be publicly affirmed once a year at the Biomakespace AGM, where the broader membership have the opportunity to raise any ongoing issues or changes that might be required. Such issues or changes can be suggested to the directors at any time via [directors@biomake.space](mailto:directors@biomake.space)

### **Violations of the Code of Conduct**

Biomakespace takes Code of Conduct violations very seriously. Therefore, individuals who violate this Code may affect their ability to participate in Biomakespace, ranging from

temporarily being placed into online moderation to, as a last resort, termination of membership and expulsion from in-person events.

If you have any questions about our commitment to this framework and/or if you are unsure about any aspects of it, email [directors@biomake.space](mailto:directors@biomake.space) and we will provide clarification.

## How It Works

This Code is an effort to maintain a respectful space for everyone and to discuss what might happen if that space is compromised. Please see the guidelines below for community behavior at Biomakespace and our events.

### **We listen.**

We begin interactions by acknowledging that we are part of a community with complementary goals. When something has happened and someone is uncomfortable, our first choice is to work through it with discussion. We listen to each other.

- For active listening, we ask questions first, instead of making statements.
- We give people time and space to respond.
- We appropriately adjust our behavior when asked to.
- We know that repeating hurtful behavior after it has been addressed is disrespectful.
- We avoid this ourselves and help others identify when they are doing it.

### **We practice consent.**

At the Biomakespace and associated in-person events, everyone's physical space must be respected at all times. We do not touch other people without asking first — this includes physical greetings, since not everyone is comfortable with the same type of touch.

- Ask first.
- We respect everyone's right to walk away at any time.
- If you see or experience a violation of consent at Biomakespace, please contact [safety@biomake.space](mailto:safety@biomake.space) or complete our [anonymous reporting form](#) giving as much detail as possible. The Directors and Safety Officers will speak to the individual(s) concerned and take action where appropriate, which may include removal from an event or termination of membership.

Note that many forms of harassment do not look like physical or verbal abuse, but still fall into this category. Non-consent can include exhibiting sexual images in public spaces, deliberate intimidation, stalking, following, photography or recording without permission, sustained disruption of talks or conversations, inappropriate physical contact, and unwelcome sexual attention.

## Examples of in-person community behavior

Do	Don't
Ask permission to take pictures of and post about others on social media ( <i>see Media Consent, below</i> ).	Do not upload photos, tag or mention others online in public spaces without their consent.
Speak your own narrative, from your own unique experiences and culture.	Do not imitate the cultural expressions of groups you are not a member of, or dismiss people's experiences as illegitimate or merely personal.
Use accessible language to talk about your area of expertise. If others in the group seem confused, slow down; stop and ask for input.	Do not present information in a way / language that no one else in the room can understand, with no attempt to include others in the discussion.
Give everyone a chance to talk, only interrupting if absolutely necessary.	Do not repeatedly disrupt a discussion.
Stop, listen and ask for clarification if someone perceives your behavior or presentation as violating the Code of Conduct.	Do not ignore or argue others' request to stop potentially harmful behavior, even if it was an accident or you don't mean it as it is being interpreted.
Use words that accurately describe the situation rather than culturally or socially loaded terms.	Do not use sexual, racial, disability and mental health terminology to describe a situation metaphorically, even if it seems normal to use it.
Ask someone before you touch them, even when joking or greeting, unless the other person has given verbal consent. Hugs, cheek kisses, and handshakes are normal greetings in some cultures, but not in all cultures.	Do not initiate or simulate physical contact without consent, even if it seems normal.

Disengage and find another activity if someone did not invite you and is not engaging with you.	Do not violate personal space by continuing your physical presence into private spaces without consent.
Use an even tone, rate, and volume of voice when disagreeing. Note that differences will be common, and some will be irreconcilable.	Do not verbally or physically abuse, harass, yell at, or intimidate anyone.
Use the pronouns people have specified for themselves.	Do not purposely misgender someone (ie, refusing to use their correct gender pronouns) after they have told you their correct pronouns.
Step up and comment when you see violations occur by emailing <a href="mailto:safety@biomake.space">safety@biomake.space</a> or approaching a Committee Member or Director.	Do not expect that people who are subject to Code of Conduct violations are comfortable or able to address or report them themselves.

## Additional guidelines for online community behavior

Online modes of interaction involve large numbers of people without the helpful presence of visual cues. Because of this, respectful and self-aware online conduct is especially important and difficult.

In addition to the Code, which remains in play in online spaces, our community has created specific guidelines for online interactions. If someone violates these guidelines, someone from the Moderators group (currently the Biomakespace Directors) will place them into moderation by changing that person's posting permission on the relevant list or forum, on the website, or both. Our triple notification standard for moderation means a point person from the Moderators group will:

- 1) email the person directly with a brief explanation of what was violated,
- 2) send a summary email to the rest of the moderators group,
- 3) if it happened on a public list (vs a website), notify the list that one of our members has been placed into moderation with a brief explanation of what is not tolerated.

If you wish to begin the process of getting out of moderation, respond to the email sent to you.

Do	Don't
Stay on topic to make long threads easier to follow.	Do not send unnecessary one-line responses that effectively "spam" hundreds of people and lower the overall content quality of a conversation. (Exception: expressions of appreciation and encouragement!)
Start a new thread to help others follow along. Important if your response starts to significantly diverge from the original topic.	Do not respond with off-topic information, making it hard for the large group of readers to follow along.
Write short and literal subject lines to help the readers of the list manage the volume of communication.	Humor and euphemisms in subject lines are easily misunderstood, although enthusiasm is welcome!
Mind your tone. We are not having this conversation in person, so it is all the more important to maintain a tone of respect.	Do not write in an aggressive, disrespectful or mocking tone. Note: writing in all caps is regarded as shouting.

## Media Consent

At events where there will be photography and upload to social media or other venues, this will be announced. If you do not wish to be photographed, you are responsible for alerting the photographer to move you out of frame. We are happy to accommodate you. For formal media releases, a Media consent form will be issued.

If you are taking a photograph, let people in the room know.

Always check with parents about posting anything with minors, and never post the name of a minor in conjunction with their photograph.

## How To Report A Problem

In Person - If at any time you experience or witness something that you are not comfortable with and that you feel may be a violation of our Code of Conduct, you may contact a Committee Member or Director for support or guidance.

Via email - If you experience or witness something and would prefer to email, email Roger Mason via [safety@biomake.space](mailto:safety@biomake.space). You can also email the Directors at [directors@biomake.space](mailto:directors@biomake.space), or contact any one of the Directors individually.

Anonymously - we have an [anonymous reporting form](#) that forwards information to [safety@biomake.space](mailto:safety@biomake.space)

Reporting should never be done via social media.

## Consequences

Anyone requested to stop behavior that violates the Code of Conduct is expected to comply immediately, even if they disagree with the request.

The Safety Officer or Biomakespace Directors may take any action deemed necessary and appropriate, including immediate removal from the Biomakespace or event venue without warning.

The Directors reserve the right to terminate Biomakespace membership for serious or repeated Code of Conduct violations at their discretion.

## Acknowledgements

This Code of Conduct was created collaboratively and drew from other CoCs, including those by Gathering for Open Science Hardware, [Public Lab](#), [International Congress of Marine Conservation 2016](#), and [TransH4CK](#).