

## Overview

Science is stronger when it is accessible to all. We value the participation of every member of our community and want to ensure everyone has an enjoyable and fulfilling experience, both professionally and personally. Accordingly, all members of Strathclyde Biophysics (SBP) are expected to show respect and courtesy to others at all times. We create our culture and our culture is inclusive.

Please note that this code of conduct supplements, and does not trump, Department and University level policies for your level of employ or study.

## Outputs and open science

We support the ideals of open research and open science. Our default should be to ensure that all publically funded research is available to all, in formats that allow ready access by researchers regardless of their local access to resources. Sometimes we need to place a short delay on this (e.g. if you and your PI are seeking a patent, or discussing licencing opportunities), but the goal is to make all outputs open as soon as possible.

Where possible, all outputs will be published 'Open Access' (OA) (preferably Gold or Diamond OA; for definitions, please see the [Open Research Glossary](#)), and we will aim to upload manuscripts to a relevant pre-print server whenever possible. Regardless of the pre-print status, group members should note that it is university policy to submit a copy of the author-accepted manuscript to Pure within 3 months of acceptance. For embargoed or non-Open-Access works, this should still be done, with appropriate advice from Strathclyde OA staff taken in order to meet all our obligations.

Data to support a paper, at a minimum the CSVs or TXT files of tabulated data, image figures, and associated videos, for each paper will be collated together with a metadata file (to describe the attached files) and uploaded to a repository. Due to university obligations, this will very likely be Pure, through other repositories may be used in discussion with your PI or funder. This data should then be associated within the manuscript with a data statement. Where possible, we will release codes and scripts to assist the community (normally through GitHub), but this is tempered with our careful need to manage the intellectual property requirements of our group, sponsors and collaborators. Release of data and information should be discussed first with your PI or supervisor.

Authorship on any manuscript or presentation will be discussed first in small groups with the expected authors, and then openly discussed in lab meetings: we aim to be inclusive of everyone who has made a significant contribution to the work being presented. A "significant contribution" can include but is not limited to, interpretations of primary data and development of ideas presented in the work; it need not include data curation or financial contribution to the work undertaken. The order list of authors will typically follow the Physical Sciences conventions of the lead author (who will often lead writing of the document) who takes the first position, and significant up-front positions are dictated by the approximate percentage contribution made by each author (see [here](#) for further information). Latter author positions are often held by supervisors of the work. Where conflict arises, the group PI will facilitate discussion to help resolve this. As a group, we will endeavour to encourage an open dialogue about this, and ideally authorship check-ins will occur several times over the lifetime of the study. Where possible, we will include an author contribution statement as part of a paper.

## **Intellectual Property**

We work with a range of funders and collaborators, and the management of intellectual property is critical to the smooth running of our research. It is important that we discuss IP before the start of projects, and each researcher maintains their own IP register for each project they are involved with.

## **ICT**

All computers should be backed up, daily, to your H: or I: drive, with additional backups to independent storage being recommended at less regular intervals (weekly or fortnightly) to allow for the unlikely event of the networked storage being unavailable for an extended period. In line with Strathclyde policy, we do not recommend the regular use of third party cloud-based storage (Dropbox, Google Drive etc.) as the IP and data protection implications can rapidly become unpleasantly complicated.

Upon completion of a project and where data confidentiality allows, all data should be placed on an appropriate repository with a DOI. The Pure team can help in generating these DOIs. A curated version of all datasets used during a project should be made available on the group's i: drive. The quality of the curation should be verified independently, typically by the PI, however groups may delegate someone to fulfil this important role. All group members must also adhere to Strathclyde's [Research Data Management Policy](#).

## **Flexible working hours & intergroup communication**

The exact hours members of the lab choose to work is up to them; however, being on campus between 1000 and 1600 most days (and, where appropriate, in accordance with your contracted work pattern: for example, we appreciate technical staff work fixed hours). This will help facilitate organised and collaborative working and, we hope, lead to a more fulfilling research experience.

Individual groups will hold regular meetings and members are expected to attend if they are not otherwise engaged in research business (e.g. at conference, attending training or a lecture, or using a central facility).

Please inform your PI of holidays or notable absences in advance (some groups have a group calendar on their Sharepoint that you can use). Permission for holiday is rarely required, but please respect key deadlines within the calendar year and respect that we work in a research group. It is important to take holiday, respect weekends (or time in lieu) and establish a sustainable work-life balance. It is also important to respect the time and efforts of others, and the contribution of funders, and to note that effective working will improve the quality of your research. Where there are key time pressures, it is important to prioritise work. If you struggle with establishing a sustainable work life balance, please discuss this with your PI or supervisor at an early stage.

Where possible, avoid sending work-related email outside of 0800 and 1800 on Weekdays. Outlook provides [functionality](#) for saving an email as a draft or automating it so that it will only be delivered during the above times. There are also [scripting methods](#) to assist in good email management (i.e. such that you can complete tasks on the weekend, but not burden others until the weekday).

For all communication methods, please respect people's working patterns, and remember that other people will have different priorities and focus. Please give consideration to the timing of your correspondence with respect to what the recipient needs to do; for example, try not to send a message at 1759 for something that is required for a 1000 meeting the next day. No lab members are required nor should feel obliged to reply to messages outside of their typical

work hours. However, prompt replies to messages, within the above mentioned 10:00-16:00 time window, is helpful.

In your work related life, you may wish to engage with social media (e.g. Facebook, Twitter, and Instagram). Please be considerate of others when using these platforms, and respectful for how others may wish to use them. For instance someone who uses Twitter in a personal and professional nature may have a wide audience (including senior members of the university, prospective students, their parents, funders, and other academics) and it is important to bear in mind the very public nature of interactions on social media, and that many people (who may not be on a specific platform) will read and hear of online correspondence. We are not compelled to engage with any social media, or use any media for work related purposes and we will never pressure each other to 'friend' or 'follow' each other. It is worth considering how social media can provide a useful way to generate new contacts and to raise your profile within your research area. Multiple members of Biophysics use Twitter in this way and will be happy to guide and support any group member who also wishes to engage with a social media platform for these purposes.

### **Inclusivity and diversity**

All group members are dedicated to a harassment-free experience for everyone, regardless of gender, gender identity and expression, sexual orientation, disability, physical appearance, body size, race, age or religion. We do not tolerate harassment by and/or of members of our group in any form, and we ask all members of the community to conform to the following Code of Conduct:

- Be kind to others, and do not insult or put down other group members. We acknowledge that we will grow as a team, and learn from each other.
- Behave professionally. Remember that harassment and sexist, racist, or exclusionary jokes are not appropriate.
- Harassment includes offensive verbal comments related to gender, sexual orientation, disability, physical appearance, body size, race, religion, sexual images in public spaces, deliberate intimidation, stalking, following, harassing photography or recording, sustained disruption of discussions, inappropriate physical contact, and unwelcome sexual attention.
- Participants asked to stop any harassing behaviour are expected to comply immediately.
- Online communication may be public, such as in social media or via (purposeful or inadvertent) forwarding of emails. It is often sensible to be explicit if you require items to remain confidential, though note that we will try to be discrete where possible.
- Group members are not responsible for policing content of social media and members are individually responsible for considering the impact of the communication on others.
- It is often best to resolve issues through direct communication, rather than embarrassing people publicly (e.g. via a twitter mob)

Your PI or supervisor will discuss the code of conduct with lab members who violate these rules, no matter how much they have contributed to the group, or how specialised their skill set. If inappropriate behaviour persists after this initial discussion, formal processes, in line with Strathclyde's work practice policies, will commence. To report an issue, please contact your PI in the first instance; all communication will be treated as confidential. If you do not feel comfortable contacting your PI or another SBP PI directly, you may find discussions with Dr Gordon Robb (PG tutor) or Professor Paul McKenna (Head of Department) useful. We recognise that some of the SBP students will also have supervisors in other Departments or Institutes, and these staff can also be contacted for discussion.

**Thanks, and please enjoy your time in the Strathclyde!**

**This Code of Conduct (CoC) borrows heavily and is modified from several existing CoCs: (i) BasinsIC (ii) [BahlaiLab CoC](#); (iii) [WhitakerLab](#); (iv) [Hill Lab](#); and (v) Britton Lab**

This CoC is released as CC-BY 4.0