Code of Conduct

Science is hard, and the work of making sure science isn't harder than it needs to be is on all of us. We create our culture, and in the Bahlai lab, our culture is inclusive.

We value the participation of every member of our community and want to ensure an that every lab member and collaborator has a positive, educational experience unhindered by unneccesary challenges caused by non-inclusive behavior. Accordingly, everyone who participates in any Bahlai Lab project is expected to show respect and courtesy to other community members at all times.

Christie Bahlai, as head of the Bahlai Lab, and all lab members, are dedicated to a ***harassment and discrimination-free experience for everyone.*** Discrimination or harassment based on racial or ethnic background, citizenship status, religion (or lack thereof), political affiliation, gender identity/expression, sexual orientation, dis/ability status, appearance or body size will not be tolerated. **We do not tolerate harassment or discrimination by and/or of members of our community in any form**.

We are particularly motivated to support new and/or anxious collaborators, people who are looking to learn and develop their skills, and anyone who has experienced discrimination in the past.

To make clear what is expected, we ask all members of the community to conform to the following Code of Conduct.

- All communication - online and in person - should be appropriate for a professional audience including people of many different backgrounds. Sexual or discriminatory language and imagery is not appropriate at any time.
- Be kind to others. Do not insult or put down other contributers.
- Behave professionally. Remember that harassment and sexist, racist, or exclusionary jokes are not appropriate.
- Please make an effort to make an inclusive environment for everyone. Give everyone a chance to talk and an opportunity to contribute.
- Watch out for microaggressions. Be aware that your actions can be hurtful to others or contribute to a negative environment even if you had no intent of harm. Listen. Offer a genuine apology. Commit to learning and doing better.
- A SPECIAL NOTE: Your work in this lab will be publicly available and recorded permanently on github. Please conduct yourself accordingly.

Unacceptable behavior 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 or discriminatory behavior are expected to comply immediately.

Members of the community who violate these rules - no matter how much they have contributed to the Bahlai lab, or how specialised their skill set - will be approached by Christie Bahlai. If inappropriate behaviour persists after a discussion with Christie, the issue will be escalated according to procedures laid out by the relevant entities in Kent State's Division of Diversity, Equity & Inclusion

To report an issue please contact Christie Bahlai. All communication will be treated as confidential.

Flexible working hours

This sentence is stolen from Bastian Greshake's email footer and forms the basis of the Bahlai Lab's policy on flexible working:

> While I may be sending this email outside my normal office hours, I have no expectation to receive a reply outside yours.

The hours that members of the lab choose to work is up to them. We are each welcome to send work-related emails or pull requests over the weekend or late at night, but no lab members are required to reply to them outside of their typical work hours.

Lab members are welcome to work flexibly for any reason. All lab members will have at least a few hours each week to of designated interaction time with Christie in order to stay in touch on any challenges or successes, but it is the policy of the Bahlai Lab that every member is already self-motivated and may choose to deviate from a traditional 9 to 5 day in order to meet our collective goals.

If you experience any challenges related to flexible working within the lab please contact Christie Bahlai. All communication will be treated as confidential.

General Lab Policies and Guidelines

Welcome to the Bahlai Lab of Applied Quantitative Ecology! I'm very excited that you're here. In this lab, we study a variety of habitats, taxa and processes, with the core elements of using data, math and computational techniques to gain better understanding of ecological systems. We're committed to applying what we learn to making the world a better place- by supporting sustainability and productivity in working ecosystems, by making the work we do accessible to the broader community, and by drawing in diverse viewpoints to enhance mutual understanding of science, scientists, and the needs of the world.
Open philosophy First and foremost, the Bahlai Lab is an open science lab. There are several major facets to this, but the core is: *the way this lab operates is grounded in my personal belief that participation in science is a public act, and done in the public good.* Science allows us to be part of something bigger, and to foster a healthy, collaborative and truly inclusive scientific enterprise, it's essential that we give back at least as much as we take from the community. I could get down into the weeds about specific tools and techniques that we use in our open science infrastructure here, but those tools are used to support these values, they themselves are not the values. What we commit to do, as open scientists, is:

- Make supporting research data freely available whenever possible, to support future use in meta-analyses, reviews, and revisitations of our work.
- Respect privacy and confidentiality in cases where data or research products contain sensitive information. Do no harm.
- Produce and share reproducible, re-usable data manipulation and analysis code, so people can understand our assumptions and workflows, and so future scientists can learn from our efforts without duplicating them.
- Publish final manuscripts AND intermediate research products in the most accessible formats available to us.
- Seek out expertise from conventional and unconventional stakeholders in our work. Invite comment and participation. Welcome feedback.
- Acknowledge contributions to our work. Provide territorial acknowledgements. Cite the ideas of others. Don't pretend we work in a vacuum.
- Act as ambassadors of open science, and science in general, to the broader scientific community and the world. Help people see what we do, but *respect the constraints others must work under.*

The Open Science umbrella, as cited by Danielle Robinson

A really useful metaphor for the open science universe is described by my friend and colleague Danielle Robinson in this post.

Mentoring philosophy

I believe that the role of a mentor is that of a guide and a support for you as you work towards your goals. I strive to maintain an open dialogue with my mentees about their goals and directions, and provide direction, support, and resources wherever I can, and connect you to people that can help, when I can't. I believe the single most important product of science is human capital- people who can go forward in the world, work hard, and make changes to make lives better. I am deeply invested in helping you develop as a colleague, a scientist, and a citizen of the world. I mainly ask that you bring a willingness to work hard and think hard, be open to changing and developing yourself, and a commitment to science, truth, and kindness- I will endeavour to bring the same things to our relationship. My door is open, even if it's physically closed sometimes (it gets noisy in the hall!)

I also believe that the mentor-mentee relationship is reciprocal-you have experiences, skills and ideas that I do not, please share them! You have been selected for this lab not just because of your passions and eagerness for learning, but also because I believe you can bring your unique perspective to problems. I look forward to learning from you.

I believe that science is better when it's diverse and inclusive, and that means removing barriers and meeting people where they are, whenever possible. If you want to work in the Bahlai Lab, or are currently working here and facing a barrier affecting your ability to do work and contribute to your fullest extent, please let me know (in as specific or nonspecific terms as you are comfortable) so we can work together with campus resources and build necessary accomodations. ## Grad student expectations The expectations of graduate students enrolled in our MS and PhD programs in the Kent State University Department of Biological Sciences are outlined in our graduate student handbook. The back of this guide contains links to specific forms, including a checklist of degree completion requirements for both the MS and PhD programs. We will use this as a template for your individual expectations within the lab.

I pledge to you that I will consider your goals and path when establishing your expectations for your program. Although peer reviewed papers are largely the currency of 'success' in the dominant academic scientific paradigm, I understand and value that they are not the only measure of progress, growth and accomplishment in your development as a scientist. I will meet with each graduate student on a regular basis to discuss goals, directions and progress. Early in your program, we will establish a private repository where we will outline our shared expectaions and goals for your graduate program, including timelines and deliverables. This repository can also be used to store documents and other relevant paperwork for your program. There will be core elements for all students, but what I'm really hoping to get here is your personal definition of success, and a defined path for getting there. This may evolve over the course of your program, but the idea is to keep you working with intention, while providing me

with a clear outline of how I can best support your efforts.

Project completion checklist

In the Bahlai Lab, we strive to make our work as reproducible and as transparent as possible. Different projects may vary from this format slightly- this is intended to be taken as a guideline covering the components of most of our common projects. It's preferable, and probably easier on you, if you keep these requirements in mind while developing your project, but all elements should be present at project wrap-up. Here are the common documentation standards I expect to be met with the completion of each project.

General project documentation

- [ ] Project components are all hosted in a public repository on Github
- [ ] Declare a license in the README so people know how they can use your work (I'm partial to CC-BY 4.0)
- [ ] README includes project abstract or description
- [ ] README includes file navigation within repo, description of file contents
- [ ] README includes links to papers, preprints
- [ ] README Includes contact information for authors, and if data is proprietary, for data creators
- [ ] Make the readme pretty by including a snazzy graphic, if applicable
- [ ] Include a folder in the repo containing slides/posters from presentations on this project if applicable

Data

Data used in support of the project must be:
- [ ] Saved in an appropriate, non-proprietary format with accompanying metadata
- [ ] In a public archive, or, if data is proprietary, a 'snapshot' version of the data used in the project must be saved in a private repository accessible to lab members
- [ ] Linked and briefly described in the project README

Code

Code used or developed in support of the project must be:
- [ ] Well commented and complete
- [ ] On Github, in the public project repository
- [ ] Described in the README- what does each file do, what language was used, etc