WHY AND HOW TO WRITE A USEFUL "CODE OF CONDUCT" FOR PLANETARY CONFERENCES AND MISSION TEAMS.

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Introduction: In recent years, an increasing number of conferences/meetings and teams have added a "Code of Conduct" as part of their policy documents, containing guidance and/or expectations for member/attendee behavior [1]. Generally, these statements are written with an aim to foster a more inclusive and accessible environment by protecting the physical, mental, and emotional safety of all participants. This shift towards including consideration of the general culture (and how that culture is affected by social norms by participants) within team or event planning became a bit more formalized for the planetary science community in May 2019, when the NASA Science Mission Directorate Director, Dr. Thomas Zurbuchen, introduced a requirement that all SMD-funded conferences have a Code of Conduct [2-4].

> An event's diversity and inclusion policies and practices should make clear that everyone is welcome within NASA Science and strive to create an environment that is free of harassment and discrimination. Organizers of events must have a specific policy, code of conduct or meeting ground rules provided in advance and available during the event for all participants.
> - Quoted from ROSES-2019 "Topical Workshops, Symposia, and Conferences" E.2 [3].

While many examples of Code of Conduct (or anti-harassment statement or other policy statement of this sort) for conferences or meetings can be found online [e.g., 5-10] and the overarching messages are usually along consistent lines (e.g., "we seek to create a safe and productive environment for participants"), the written policies vary in what further information they include, in how they ask participants to commit to following the policy, and in how policy information is advertised. However, these factors greatly impact the efficacy of such a policy. Furthermore, discussions by this presentation's co-authors with members of the planetary science community demonstrate that our community lacks a common understanding about what a Code of Conduct is, what problem it aims to address, and how such a policy can or should be enforced – all of which are important considerations for making a useful Code of Conduct.

In this presentation: To address these issues, we discuss the purpose and structure of a useful Code of Conduct, describe examples that have been put into practice within existing conferences/meetings [e.g., 6-10] and mission teams (e.g., the Europa Clipper mission [11, 12]), and discuss the range of perceptions about a Code of Conduct and other related inclusion and accessibility efforts within the planetary science community. Based on this, we will share initial recommendations for continuing to improve our community culture and practices – including generation of a more consistent understanding about Code of Conduct policies within planetary activities, and in how conference or team organizers can generate a more effective Code of Conduct.

This presentation is a small part of a needed broad discussion about continuing evolution in the planetary science community's norms and practices. All such efforts within our community are important as they will impact the planetary science workforce's future composition and productivity.

> **Basic Structure of a Code of Conduct:** A Code of Conduct is a policy statement issued by an organization containing information about expected behaviors by participants. To be considered an adequate code of conduct, it must have four complete parts:
> - statement of unacceptable behavior
> - how the policy will be enforced
> - how and whom to make an incident report to
> - training and reference materials for organizers, staff, and volunteers on how to respond to incident reports
>   -- Quoted from [5].

References: [1] Baker, 2015, *ChronicleVitae,* https://chroniclevitae.com/news/1182-should-academic-conferences-have-codes-of-conduct. [2] Email from Zurbuchen, 17 May 2019, http://www.spaceref.com/news/viewsr.html?pid=52506. [3] ROSES-2019 "Topical Workshops, Symposia, and Conferences" E.2: https://nspires.nasaprs.com/external/solicitations/summary.do?solId=%7bC5D940F1-2FDD-C1AF-05A3-07BBF6B7454A%7d&path=&method=init. [4]

Zurbuchen, 5 June 2019, National Colloquium, recorded presentation (slide 99). [5] https://www.ashedryden.com/blog/codes-of-conduct-101-faq#coc101whatis (dated 10 Feb 2014; accessed in 2019). [6] LPSC statement on harassment: https://www.hou.usra.edu/meetings/lpsc2020/. [7] AGU Code of Conduct: https://www.agu.org/Plan-for-a-Meeting/AGUMeetings/Meetings-Resources/Meetings-code-of-conduct. [8] EPSC-DPS 2019 Code of Conduct: https://www.epsc-dps2019.eu/information/guidelines/code_of_conduct.html. [9] Promoting Respectful Inclusive Scientific Events (RISE) – Code of Conduct for GSA meetings: https://www.geosociety.org/GSA/Events/EventConductCode/GSA/Events/Conduct-intro.aspx. [10] Guidance for Attendees at the Ninth International Conference on Mars: https://www.hou.usra.edu/meetings/ninthmars2019/policies/. [11] Europa Clipper Mission Rules of the Road. [12] Pappalardo et al., *this conference.*

Additional online resources:
- A "template" Code of Conduct: https://confcodeofconduct.com/.
- A wide collection of Code of Conduct policies: https://indieweb.org/code-of-conduct-examples