

## Inclusivity Policy

All members of the Arecibo Science Advocacy Partnership (ASAP) shall treat one another and members of the public with dignity and respect regardless of their gender identity, gender expression, age, nationality, race, sexual orientation, health condition, disability, social status, veteran status, religion and /or beliefs, parenthood or partnership status. Members will be encouraged to create an environment in which people are comfortable expressing themselves and what they need. We seek to ensure that everybody feels welcomed, accepted and safe.

ASAP will endeavour to proceed in a way that genuinely recognises the importance of an inclusive society that brings opportunity, access and enjoyment, not barriers, to individuals. It aims to ensure that no individual or group is directly or indirectly discriminated against and is committed to minimise or remove discrimination within the organisation. ASAP will endeavour to make reasonable adjustments to working practices, equipment and premises and offer, where appropriate, additional support to members to ensure they are able to take an active part in our proceedings. Vulnerable members who require assistance for their needs and wish to attend any ASAP meetings and/or events may be accompanied by a carer as necessary, thereby ensuring their safety, comfort and well-being. A carer accompanying a vulnerable adult to meetings does not have to be an ASAP member.

ASAP affirms its commitment to its Puerto Rican members and aims to elevate their voices, both in our advocacy and in our research-oriented efforts. We also affirm our commitment to the welfare of the staff of the Arecibo Observatory, irrespective of role and seniority.

## Harassment and Discrimination Policy

The Arecibo Science Advocacy Partnership (ASAP) is committed to fostering an environment in which all individuals are treated with respect and dignity. Each individual has the right to exist in a professional atmosphere that promotes equal opportunities and prohibits discriminatory practices, including harassment. Therefore, ASAP expects that all relationships among members will be cordial and free of bias, prejudice, discrimination, and harassment. In order to keep this commitment, ASAP maintains a no-tolerance policy toward harassment of any kind, including sexual harassment and harassment based on race, color, religion, national origin, sexual orientation, gender identity or expression, sex, age, physical or mental disability or any other characteristic protected by state, federal or local employment discrimination laws.

This policy applies to all members and guests, including Arecibo Observatory staff and nonmembers in attendance.

Discrimination is when a person is prevented from taking part in something based on a particular characteristic they have. Harassment is when someone behaves in a way which makes someone else feel distressed, humiliated or threatened. Harassment based on a

protected category is considered by the law to be hate crime, and can be reported to law enforcement. Sexual harassment includes but is not limited to, making unwanted sexual advances and requests for sexual favors, especially where such conduct has the purpose or effect of substantially interfering with an individual's wellbeing or creating an intimidating, hostile, or offensive environment.

Members who violate this policy are subject to penalties up to and including immediate revocation of membership.

Examples of unlawful harassment include, but are not limited to:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments.
- Visual conduct such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings, e-mail and faxes or gestures.
- Physical conduct such as assault, unwanted touching, blocking normal movement or interfering inappropriately with a member's activities.
- Digital interference, stalking, blackmail, hacking, or other similar behavior.
- Threats and demands to submit to sexual requests in order to avoid a loss.
- Retaliation for having reported or threatened to report unlawful harassment.

Any member who believes he or she has been harassed by another member of ASAP or by a guest participating in ASAP's activities is asked to promptly report the facts of the incident or incidents and the names of the individual(s) involved to a trusted member of the board, or the leader of a committee, or another trusted member (who may advocate for them if requested). Upon receipt of a complaint, ASAP will undertake a prompt, thorough, objective and good faith investigation of the harassment allegations. If ASAP determines that harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any member determined by the Agency to be responsible for harassment will be subject to appropriate disciplinary action, up to and including revocation of membership. Members who have been subject to improper behaviour will not be retaliated against for filing a complaint and/or assisting in a complaint or investigation process. Further, we will not tolerate or permit retaliation against any complainant or anyone assisting in a harassment investigation.

Being true to these ideals requires regular and renewed action. Safe, inclusive, and harassment-free environments are created by the day-to-day interactions we all have with each other. The following are examples of behavior aligned with our values. We encourage members and visitors to act accordingly.

- **We share a collaborative spirit.** Although we often must, for example, compete for funding, we are fundamentally collaborators. When we help each other succeed, we all succeed.
- **We work towards positive outcomes.** Our goal is not to punish or harm. Rather it is to build and sustain an inclusive community.

- **We recognize that intent ≠ impact.** We can generally assume that nearly all of us have good intentions. However, sometimes we end up saying or doing something that is unnecessarily damaging even when we have good intentions.
- **We engage in continuous learning.** We are always open to the idea that we may be wrong. We seek out new resources both on science and astronomy and on how to be better people. We acknowledge our errors when they are brought to our attention. And when we err, we take it as an opportunity to self-reflect and self-improve.
- **We discuss the message, not the messenger.** We focus discussion and commentary on what is being spoken, not who is speaking. For example, identifying a statement as racist, rather than the person making the statement.
- **Oops, ouch.** Part of having these conversations is messing up. If you say something that is hurtful or problematic, you can say “oops” to acknowledge it and then try again. Alternatively, if someone else said something hurtful or problematic, then you can say “ouch” which serves as a marker that there is something that needs further reflection.
- **We return when needed.** Sometimes we don’t realize that a hurtful thing has been said by ourselves or others until later. It’s okay to revisit a topic or discussion if needed.
- **We respect the pronouns of others.** We actively work to make sure that our non-binary and transgender colleagues are sufficiently respected in all aspects of their identity, including the ways in which we refer to them.
- **We share the air.** If we have been dominating the discussion or participating disproportionately, we make space for our colleagues to share their thoughts. We ensure that our members know they are free to speak up if they have something to say.
- **We are aware that there are power dynamics in the room.** We encourage our members to challenge authorities, ask difficult questions, and engage in stimulating discussions. Science thrives on contradictions. Unfortunately, members of historically overrepresented groups often dominate discussions. We ask ourselves: Who is talking the most? Who is asking the most questions?
- **We speak to our own experience.** Using “I” or “we” statements (as appropriate) often helps with avoiding generalizations. This practice also mitigates the risk of assuming we know another’s experience and, e.g., explaining to them their own oppressions they face. Rather than assuming other’s experiences, we seek to learn them. Language is a means to communicate our experiences, not erect artificial boundaries.