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Ethical Code	1.0	17 December 2021
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Abstract		
The purpose of this policy is to define the ethical code for IBL members.		

Background

We are committed to providing a healthy and respectful environment that enables everyone in the IBL community to do their best work. Although we are members of institutions that may have a range of policies and norms, we hold ourselves to a single high ethical standard and strive for the goal of an equitable and inclusive community. Here we articulate a set of core principles designed to uphold these organizational standards.

Statement on Diversity and Equity

The IBL is committed to opposing all forms of discrimination, identifying and tackling the causes and consequences of discrimination. We pledge: to provide an environment for learning and working in which the rights and dignity of all members are respected and in which discrimination, prejudice, intimidation and all forms of bullying or harassment are promptly and effectively addressed; to make a diverse mix of talented people feel valued, motivated and enabled to do their best work; and to create a safe, welcoming working environment accessible to all.

Ethical code

IBL Members will:

1. Conduct ourselves with the highest standards of integrity and honesty in our work and working environment.
2. Treat all colleagues with dignity and respect, and will not abuse power.
3. Promote the free exchange of scientific ideas and diversity of thought and actively address any form of discrimination, prejudice, intimidation, coercion or harassment.
4. Actively promote inclusivity of membership through its selection process and support proportional diverse representation in executive and leadership roles.
5. Exercise the highest standards of ethical treatment of animals.
6. Seek to understand the broader moral and ethical implications of our work and to engage in dialogue with the community over these issues.
7. Not use or appropriate IBL resources or facilities for improper purposes.

Ensuring accountability

Our primary objective is to cultivate a healthy, respectful and welcoming community to ensure the IBL and all its members can thrive. By articulating our expectations for this community, we make it possible to identify instances in which we are not meeting those expectations. Whenever we fail to meet these standards, we will make the organizational changes that are required to cultivate the community to which we aspire.

Seeking support

Individuals who have experienced violations of this code (no matter how minor) are encouraged to seek support from any trusted ally (inside or outside the IBL). These individuals and their allies must never be subject to penalty or retribution. The decision to seek support is ultimately up to the individual and is **independent from the decision to make any official report**.

Individuals should seek support from any trusted person of their choosing. Within IBL, some people are well-placed to provide assistance to anyone seeking help. Among those to consider are: the Researcher Representative, the Staff Representative, the Executive Director, the Facilitator and the Ombudsperson. The Researcher Representative, Staff Representative and Executive Director will receive training in providing support in such situations.

Individuals may also seek support from their home institutions. To facilitate finding support, the Inclusion, Diversity, Equity and Action Working Group (IDEA WG) maintains [a list of IBL and institutional resources](#).

Reporting a Complaint

Individuals are under a strong moral obligation to report concerns about behavior governed by this code. The entire organization benefits when there is clear communication among members and we hold each other accountable. If you are feeling unsure about whether something is a violation of the Ethical code, you can seek a trusted ally within the IBL to help decide whether or not to make a report.

There will be no retaliation against any member who brings a complaint or who assists in investigating a complaint. Individuals involved in the complaint process, whether formally or informally, should maintain confidentiality outside the complaint process.

Anyone who has experienced, witnessed or become aware of unlawful discrimination, harassment, sexual assault, domestic violence, dating violence, stalking, or sexual exploitation is strongly encouraged to make their primary complaint to the home institution of the person who has violated the code. These types of incidents cannot be handled exclusively within IBL, though IBL will fully cooperate with any investigation by the home institution and accept all subsequent findings. The Executive Director or the Facilitator of the IBL can help with determining the appropriate authorities.

Individuals may also make complaints or report incidents that they think might violate the Ethical code within the IBL. To do so, one should contact the Executive Director or the Facilitator. The person who observed or experienced the incident is strongly encouraged to make the report, but anyone else aware of it can also do so. If there is a potential conflict of interest for the Executive Director or Facilitator, a complaint can also be reported to the Ombudsperson. IBL authorities will generally redirect potentially serious complaints to the home institution of the person who has violated the code.

If the complainant prefers to resolve the concern informally, the Executive Director, Facilitator or another neutral figure can help mediate a discussion among the relevant parties. The complainant should propose a mediator, but all relevant parties must agree to the choice of mediator. The complaint, the choice to pursue informal efforts, and whether the conflict was successfully resolved, will be logged, but the content of the discussion will remain confidential.

If an informal resolution is not possible, or the complainant prefers to make a formal complaint, the Executive Director will investigate the complaint. In the case of a conflict of interest for the Executive Director, a GA member can be assigned to conduct the investigation. Every effort will

be made to preserve the confidentiality of all parties participating in the investigation, but as a small organization, anonymity cannot be guaranteed.

Following the investigation, the Executive Director will share their findings with the Facilitator, and they will develop a resolution regarding the finding of a violation and the appropriate action to take in response. They will report this resolution to the Executive Board and the complainant. The level of detail in this report will be at the discretion of the ED and Facilitator.

First-time minor violations will typically result in a detailed discussion of the violation with the violator, and a formal warning. For violators who are researchers, the home PI will be informed of the contents of the discussion and the warning. For violators who are staff, the local administrative manager and the task manager will be informed. For violators who are PIs, if the Facilitator is not involved in the process already, they will be informed at this stage. The ED and the Facilitator will determine whether the cases should be reviewed at a subsequent GA meeting, and if so, how.

However, for serious or repeated violations, the minimal consequence will be revocation of IBL membership. In addition, the Facilitator will report to the home institution and/or funding bodies any violation of criminal laws or the relevant rules of our funding bodies.

Confidential records of complaints, warnings and other consequences linked to named individuals will be maintained by the Executive Director to ensure institutional memory. Records will be retained for 5 years after the violator leaves the IBL.

If an individual wishes to contest the decision of the organization, they can consult the Ombudsperson for advice.

Definitions

Below are some basic definitions for behaviors that violate the Ethical Code. This list is not exhaustive, and definitions are complex. We encourage you to consult the resources listed at the end of this section.

Abuse of power

Using a position of power or authority in an abusive and unacceptable manner. Abuse of power can take various forms and may include, but is not limited to manipulation, coercion, or pressuring someone into doing something they are not comfortable with or which is against the rules.

Bullying & Harassment

Intimidating, hostile, degrading, humiliating or offensive conduct that violates someone's dignity or creates an intimidating, hostile, degrading, or humiliating environment. This can be physical, verbal or non-verbal.

Discrimination

The treatment of any person unfairly or less favorably on the basis of a protected characteristic.

Sexual misconduct

Sexual misconduct can include: sexual harassment; sexual violence; intimate partner violence; sexual assault; grooming; coercion or bullying with sexual elements; sexual invitations and demands; sexual comments; sexual non-verbal communication; creation of atmospheres of discomfort; and promised resources or advancement in exchange for sexual access.

Further Definitions

UK-centric

<https://www.ucl.ac.uk/equality-diversity-inclusion/dignity-ucl/prevention-bullying-harassment-and-sexual-misconduct-policy#3.%20Definitions>

US-centric

<https://www.eeoc.gov/discrimination-type>

EU-centric

<https://www.coe.int/en/web/european-commission-against-racism-and-intolerance/ecri-glossary>