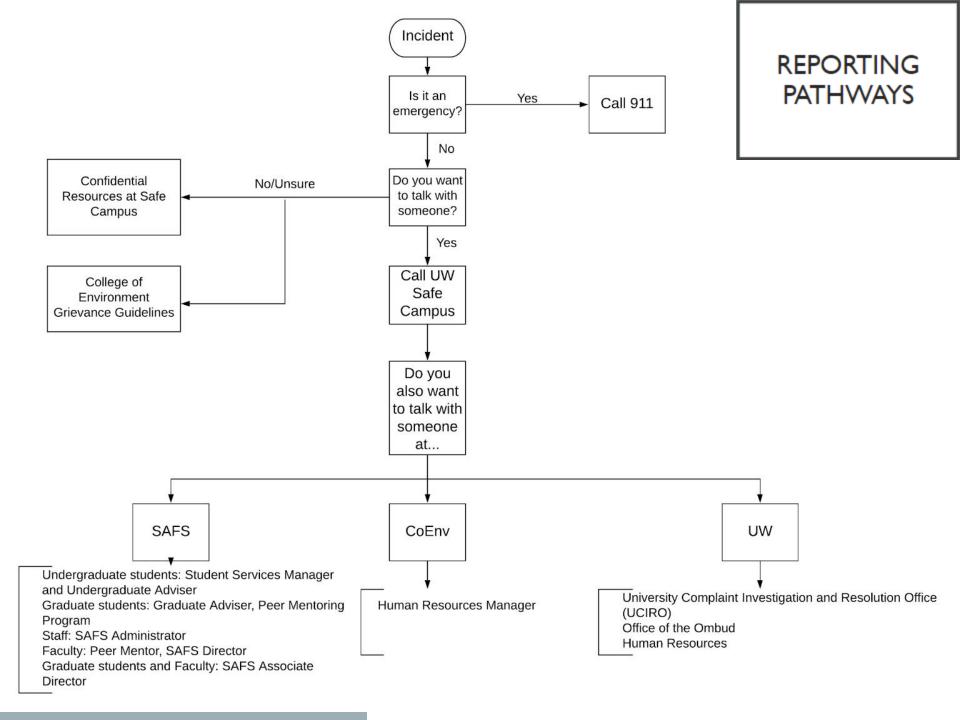# SAFS Code of Conduct

This **Code of Conduct** is a summary of the professional and ethical values held by the greater SAFS community.

THE UNIVERSITY OF WASHINGTON has established standards for conduct and expectations for appropriate behavior for all groups

If there is an emergency, call 911 or Safe Campus

REPORTING PATHWAYS

```
                    ( Incident )
                          |
                          v
                   +-------------+        Yes      +----------+
                   | Is it an    |---------------->| Call 911 |
                   | emergency?  |                 +----------+
                   +-------------+
                          |
                          | No
                          v
+-----------------+     No/Unsure   +---------------+
| Confidential    |<----------------| Do you want   |
| Resources at    |                 | to talk with  |
| Safe Campus     |                 | someone?      |
+-----------------+                 +---------------+
                          ^                |
                          |                | Yes
+-----------------+       |                v
| College of      |<------+          +-----------+
| Environment     |                  | Call UW   |
| Grievance       |                  | Safe      |
| Guidelines      |                  | Campus    |
+-----------------+                  +-----------+
                                           |
                                           v
                                     +-----------+
                                     | Do you    |
                                     | also want |
                                     | to talk   |
                                     | with      |
                                     | someone   |
                                     | at...     |
                                     +-----------+
                                           |
            +------------------------------+------------------------------+
            v                              v                              v
        +--------+                     +--------+                     +--------+
        | SAFS   |                     | CoEnv  |                     |  UW    |
        +--------+                     +--------+                     +--------+
            |                              |                              |
            v                              v                              v
```

SAFS
Undergraduate students: Student Services Manager and Undergraduate Adviser
Graduate students: Graduate Adviser, Peer Mentoring Program
Staff: SAFS Administrator
Faculty: Peer Mentor, SAFS Director
Graduate students and Faculty: SAFS Associate Director

CoEnv
Human Resources Manager

UW
University Complaint Investigation and Resolution Office (UCIRO)
Office of the Ombud
Human Resources

WHO NEEDS TO FOLLOW THE SAFS CODE OF CONDUCT?

If you are representing the **School of Aquatic and Fishery Sciences** in any way, this code of conduct applies to you.

This includes faculty, staff, students, and volunteers in SAFS-affiliated majors, minors, and programs, as well as faculty, staff, students, and volunteers from other units participating in SAFS-affiliated activities.

USING THE SAFS CODE OF CONDUCT

This **Code of Conduct** is a summary of the professional and ethical values held by the greater SAFS community. Rather than present a list of unacceptable behaviors, we have chosen to highlight the positive ways in which our community is expected to support each other. Each topic has a dedicated page where you can find a SAFS Value Statement, Resources, Trainings, and UW Policies. Our intent is that this Code of Conduct will be a living document that will be regularly reviewed and will change to reflect changes in policies, training availability, and at the request of the community.

This code applies to activities and events both **on- and off-campus**, within the scope of UW SAFS facilities, such as labs and field sites, and when a community member is representing UW SAFS at, for example, a conference.

These expectations do not supersede the rights and responsibilities accorded by University of Washington code and policy but, rather, are meant to support the codes.

THE UNIVERSITY OF WASHINGTON has established standards for conduct and expectations for appropriate behavior for the whole community. In addition, THE FACULTY CODE and THE STUDENT CONDUCT CODE set forth expectations for behavior and methods for resolving allegations of misconduct

SAFS leadership will abide by and uphold these standards. However, SAFS leadership will also uphold the principles of due process and in certain circumstances, it may not be possible to disclose the process and outcomes for legal reasons

WHAT IS THE SAFS CODE OF CONDUCT?

Every member of the SAFS Community has the right to learn and work in an environment characterized by collective civility and respect for one another's strengths, experience, and diversity. Likewise, all members have a right to a community free from bullying, discrimination, harassment, sexual misconduct, and violence. Members of the SAFS Community are expected to follow all federal and state laws, all University of Washington policies and procedures, and to behave according to the values detailed within the SAFS Code of Conduct. This Code is designed to promote trust, respect, communication, and collaboration among the members of the SAFS Community.

THE CODE

UW SAFS holds itself and its community members to the guiding values in our Code of Conduct

DIVERSITY, EQUITY, & INCLUSION *SAFS values the strengths and that students, faculty, postdoctoral scholars, and staff bring to our community. We recognize that science is richer and the SAFS community is more vibrant when a diverse group of people participate.*

SEXUAL MISCONDUCT & GENDER-BASED DISCRIMINATION *SAFS supports behaviors that build trust amongst our community members, encourage creativity and expression, and treat all with professionalism and dignity. SAFS does not tolerate sexual or personal harassment or assault of any form.*

PROFESSIONAL RELATIONSHIPS *SAFS promotes professional and ethical conduct that support fairness, good faith, accuracy, integrity and respect in our professional relationships.*

WORKPLACE Health and SAFETY *SAFS is committed to providing an environment that supports the physical and mental well-being of all members of our community across our diverse workplaces, from campus spaces to field stations.*

CALL FOR INCLUSION

This living document was created with the intent to serve SAFS community members from all backgrounds and perspectives, to address learning needs both in and out of classrooms, and to honor the diversity that members bring to this School as a resource, strength, and benefit. We intend to design and present core values and resources that are respectful of diversity, are equitable, and create an inclusive atmosphere. This applies to *all* people, independent of their gender, sexual orientation, disability, age, socioeconomic status, ethnicity, race, culture, religion, national origin, veteran status, perspective, and other background characteristics. We acknowledge that it is possible that there may be both overt and covert biases in the material provided within this document due to the lens with which it was written.

Like our broader society, the constituents of our School are in the ongoing process of learning about diverse perspectives and identities. Your suggestions about how to improve the value of diversity in our School are encouraged and appreciated. We provide the following resources for submitting anonymous feedback to the School (and describe who receives the information and the process it may undergo once received): (link pending)

HOW DID WE GET HERE?
A BRIEF HISTORY

A graduate student town hall meeting held in September 2017 provided a conduit for graduate student feedback to the Graduate Program Coordinator. Students sought a means for defining and creating a professional and safe work environment, and to implement a reporting and accountability system. As a result of the town hall meeting, students wrote a letter encouraging changes to workplace conduct and included an appendix summarizing research on workplace conduct and misconduct.

The Graduate Program Coordinator and the Graduate Program Adviser brought this feedback to the SAFS Director. They extended an invitation to the entire SAFS community to attend an All Hands Meeting in February 2018. A planning group consisting of representatives from all peer groups (i.e., undergraduate and graduate students, research and administrative staff, post-doctoral researchers, and faculty) solicited feedback from the SAFS community, and drafted the meeting agenda and resulting group discussions. During the All Hands Meeting, the Graduate Program Coordinator summarized the work that led to the meeting and facilitated peer group discussions, which identified and categorized the workplace issues most important to the community.

After the All Hands Meeting, the planning committee created a team of four co-leads to represent each of the SAFS peer groups and to guide the development of a SAFS Code of Conduct, based on a list of nominations.

To that end, the SAFS 360 committee was formed, and we have been working tirelessly to bring you this Code of Conduct. The intent of this code of conduct is to provide a cultural framework and discussion document to ensure and enable fair and equitable treatment for all members of the SAFS community. This document is not intended to be a decision tree for action against an offense, or an anonymous reporting tool.

I. DIVERSITY, EQUITY, & INCLUSION

SAFS values the strengths and that students, faculty, postdoctoral scholars and staff bring to our community. We recognize that science is richer and the SAFS community is more vibrant when a diverse group of people participate.

OUR GOALS, YOUR RESPONSIBILITY

Create a welcoming and supportive environment that is equitable, accessible, encouraging, respectful, and free of harassment for all members of our community

Promote full representation among our students, faculty, postdoctoral scholars, and staff through recruitment and retention.

Develop strategies for an inclusive education and working environment that serves diverse constituents, as well as our profession

SAFS does not tolerate discriminatory behaviors or practices that compromise our pursuit of inclusion. Discrimination, harassment, or retaliation against any member of the UW community is strictly prohibited at UW.

TRAINING

UW POD Cultural Awareness courses

Project Implicit - Implicit Bias testing

PR2ISM

UW POLICIES

UW Diversity Blueprint

UW Affirmative Action Policy

Executive Order 31

RESOURCES

SAFS Diversity, Equity, & Inclusion

UW College of Environment DEI

UW SEAS

2. SEXUAL MISCONDUCT & GENDER-BASED DISCRIMINATION

SAFS supports behaviors that build trust amongst our community members, encourage creativity and expression, and treat all with professionalism and dignity. SAFS does not tolerate sexual or personal harassment or assault of any form.

OUR GOALS, YOUR RESPONSIBILITY

Promote respect for the rights of all community members

Foster personal, professional and academic growth

Reinforce appropriate and professional behavior

Safeguard the well-being of all community members

Sexual or gender-based harassment in any form is strictly prohibited at the University of Washington and will not be tolerated at SAFS.

TRAINING

UW Safe Campus

EPIC (for students)

UW Women's Center

UW Compliance Services videos

Professional & Organizational Development (POD)

UW POLICIES

UW Title IX

Executive Orders 31, 51 70

Student Governance & Policies, Chapter 210

Student Code of Conduct WAC, Chapter 478-121

Sexual Misconduct Disclosure Academic Personnel, Staff & Graduate Students

RESOURCES

Call 911 if you are in immediate danger

UW Safe Campus

SAFS Reporting Resources

UW Confidential Advocates

Other UW Resources

College of the Environment

3. PROFESSIONAL RELATIONSHIPS

SAFS promotes professional and ethical conduct that support fairness, good faith, accuracy, integrity and respect in our professional relationships.

OUR GOALS, YOUR RESPONSIBILITY

Foster inclusive professional relationships that promote intellectual, topical diversity and creativity in all its forms

Explicitly recognize the inherent power structure in relationships and provide conflict management resources to aid in navigating such power differentials while resolving interpersonal conflicts

Promote ethical academic conduct in performing, reporting, and reviewing research and scholarship

Outline appropriate and ethical academic and professional workplace expectations

Develop trust and respect in interactions with our colleagues research sponsors, donors, and external collaborators partners

Promote environments that encourage the full inclusion of diverse perspectives that contribute to creative and collaborative endeavors

TRAINING

UW Safe Campus Courses

UW Center for Teaching and Learning

Professional & Organizational Development (POD)

UW POLICIES

UW Faculty Code

UW Student Academic Code

UW Student Governance

UW Human Resources Guidance

Executive Orders 8, 32, 36, 54, 61

RESOURCES

SAFS Student/Advisor Annual Review

SAFS Hiring Tool

UW Complaint Resolution Pathways

UW Compliance Services

UCIRO

4. WORKPLACE SAFETY

SAFS is committed to providing an environment that supports the physical and mental well-being of all members of our community across our diverse workplaces, from campus spaces to field stations.

OUR GOALS/ YOUR RESPONSIBILITY

Provide a safe work environment, believing that individual and group safety is critical to our success

Prioritize and promote health and safety preparedness among our community members

Provide access to appropriate safety orientations, training and personal protective equipment

Establish best practices for our working environments through documentation, discussion and standard operating procedures

Promote a strong culture of safety by supporting accident prevention measures and follow established UW protocols for setting an expectation of reporting for all safety concerns, accidents and near-misses

PLANNING
Earth and Space Sciences Field Course/Trips Guidelines
Friday Harbor Labs Standards of Conduct

TRAINING

UW Safe Campus: Violence Prevention, Building Healthy Workspaces, EPIC

UW EH&S Training

UW Fleet Services

UW IACUC Training

UW POLICIES

Administrative Policy Statements, Section 10

Executive Orders 53, 55:

UW Environmental Health & Safety (EH&S)

UW Academic HT

EH&S Lab Safety Manual

RESOURCES

Call 911 if you are in immediate danger

UW Safe Campus

SAFS Reporting Resources

EH&S Reporting and Injury or Concern

REPORTING RESOURCES

UW BIAS REPORTING TOOL https://www.washington.edu/bias/
If you encounter or suspect incidents of bias, you are encouraged to file a report, which will be reviewed by the UW's Bias Incident Advisory Committee. Whenever possible, bias reports will be reviewed within two to four business days. Possible outcomes to reports are listed on the reporting tool webpage.

UW SAFE CAMPUS https://www.washington.edu/safecampus/
SafeCampus is the University of Washington's violence-prevention and response Program. SAFS support students, staff, faculty and community members in preventing violence. Call SafeCampus anytime — no matter where you work or study — to anonymously discuss safety and well-being concerns for yourself or others.

UW OFFICE OF THE OMBUD https://www.washington.edu/ombud/
Serves the entire University of Washington community by providing a collaborative and confidential environment to discuss a plan for preventing, managing, and resolving conflict at UW.

UNIVERSITY COMPLAINT INVESTIGATION AND RESOLUTION OFFICE (UCIRO)
https://www.washington.edu/compliance/UCIRO/
The University Complaint Investigation and Resolution Office (UCIRO) investigates complaints that a University employee has violated the University's non-discrimination and/or non-retaliation policies. A UCIRO investigation may be requested either by an individual with a complaint about a University employee or by the administrative head of a University organization.

SAFS ANONYMOUS REPORTING TOOL https://forms.gle/mmRmT1GTkNwaoF198
Monitored by Graduate Program Advisor and Graduate Program Coordinator. The Graduate Program Adviser is a member of the SAFS administrative staff and their responsibilities include: advising and supporting graduate students and working with the Graduate Program Coordinator to comply with SAFS and UW policies. The Graduate Program Coordinator is a senior tenured member of the SAFS graduate faculty and their responsibilities include: maintaining familiarity with policies and procedures of the Graduate School and coordinating graduate activities within SAFS.

DEFINITIONS

Academic Misconduct - As defined in the UW Student Governance Policy, Chapter 209 Section 7.C, academic misconduct includes cheating, falsification, plagiarism, unauthorized collaboration engaging in prohibited behavior, submitting the same work for separate courses without the permission of the instructor(s), taking deliberate action to destroy or damage another person's academic work, and recording and/or disseminating instructional content without the permission of the instructor (unless approved as a disability accommodations).

Title IX - Title IX of the Education Amendments of 1972 is a federal law that states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

Title IX, Washington State law, and University of Washington policy prohibit discrimination based on sex, sexual orientation, gender, gender expression, pregnant or parenting status, and LGBTQ (lesbian, gay, bisexual, transgender, queer) identity.

Ally - Someone who supports a group other than one's own (in terms of multiple identities such as race, gender, age, ethnicity, sexual orientation, religion, etc.). An ally acknowledges oppression and actively commits to reducing their own complicity, investing in strengthening their own knowledge and awareness of oppression.

Behavioral conduct - interactions by or among members of the community that may positively or negatively affect the community

Bystander - a person who is present at an event or incident but does not take part

DEFINITIONS

Conflicts of interest - a situation in which the concerns or aims of two different parties are incompatible; a set of circumstances that creates a risk that professional judgement or actions regarding a primary interest will be unduly influenced by a secondary interest; a situation that arises when when a party has competing interests or loyalties because of their duties to more than one person or organization

Data Sharing - the practice of making data used for scholarly research available to other investigators

Diversity, Equity, and Inclusion (*Partially sourced from Glossary of DEI Terms (maintained by UW College of Environment)*

> **Diversity** - Simply, a group of people in the same place who are different. This includes but is not limited to race, color, ethnicity, nationality, religion, socioeconomic status, veteran status, education, marital status, language, age, gender, gender expression, gender identity, sexual orientation, mental or physical ability, genetic information, and learning styles; may also include ideas, perspectives, and values.

> **Equity** - The guarantee of fair treatment, access, opportunity, and advancement for all while striving to identify and eliminate barriers that have prevented the full participation of some groups. The principle of equity acknowledges that there are historically under-served and under-represented populations and that fairness regarding these unbalanced conditions is needed to assist equality in the provision of effective opportunities to all groups.

> **Inclusion** - The act of creating environments in which any individual or group can be and feel welcomed, respected, supported and valued as a fully participating member. An inclusive and welcoming climate embraces differences and offers respect in words and actions for all people.

DEFINITIONS

Intellectual Property - Intellectual property is a category of property that includes intangible creations of the human intellect. The most well-known types are copyrights, patents, trademarks, and trade secrets.

Mentorship - a relationship in which a more experienced or more knowledgeable person helps to guide a less experienced or less knowledgeable person; more than an adviser, a mentor can provide wisdom, technical knowledge, assistance, support, empathy and respect

Microaggression - the everyday verbal, nonverbal, and environmental slights, snubs, or insults which communicate hostile, derogatory, or negative messages to target persons based solely upon their group membership. These messages may invalidate the group identity or experiential reality of targets, marginalize or demean them on a personal or group level, communicate they are lesser human beings, suggest they do not belong, threaten and intimidate, or relegate them to inferior status and treatment. Micro-aggressions are less overt and are often related to discrimination, harassment or bullying, but may also occur in well-intentioned individuals who are unaware that they have engaged in an offensive act or made an offensive statement

Professional Relationships - relationships forged in the service or pursuit of academic, employment, or professional goals

Personal Harassment - any conduct, verbal or physical, that is discriminatory in nature, based upon another person's race, color, ancestry, place of origin, political beliefs, religion, marital status, veteran status, physical or mental disability, sex, age or sexual. Personal harassment includes but is not limited to discriminatory or other behavior, directed at an individual, that is unwanted or unwelcome and causes substantial distress in that individual and serves no legitimate UW-related purpose

DEFINITIONS

Sexual Harassment - any conduct, comment, gesture or contact of a sexual nature that is unwanted or unwelcome by any individual, or that might reasonably be perceived by that individual as placing a condition of a sexual nature on any UW-related activity.

Sexual Misconduct - includes sexual assault, relationship violence, domestic violence, stalking, sexual harassment, sexual exploitation and related retaliation; affects people of all genders, sexual orientations, races, religions, abilities and socioeconomic statuses. These behaviors are explicitly prohibited as described in UW Executive Orders No. 31 and No. 51.

Undocumented Student - A student is considered undocumented if they are not a legal permanent resident and does not possess a current green card, visa, or other form of legal documentation. The undocumented student population across the United States, Washington, and our own University of Washington, is diverse and embodies multiple identities, cultures, and countries of origin.

Upstander - A person who speaks or acts in support of an individual or cause, particularly someone who intervenes on behalf of a person being harassed, attacked, bullied, or otherwise experiencing harmful treatment

Work Environment - Encompasses all working spaces occupied by the UW SAFS community, including buildings, offices, laboratories, field stations, field sites, as well as all academic learning environments (classroom, laboratory, field, library, etc). This includes all spaces where SAFS is represented, including online, at conferences, etc.

Workplace Safety - refers to the learning and working environment at UW SAFS and all factors that impact the safety, mental/physical/social health, and well-being of faculty, staff, students, and visitors