

## ACOM Code of Conduct

### Introduction

Our goal is to foster a culture where all laboratory employees and visitors feel valued and are treated with respect and consideration. In this environment, all employees and visitors without exception\* will feel comfortable giving and receiving input and participating in laboratory activities. All employees are required to abide by this code of conduct.

### Mission

By fostering engagement and appreciating the contribution of all ACOM employees and visitors, the laboratory will be more inclusive and better able to meet scientific goals.

### Code of conduct:

- Consider new ideas
- Offer constructive feedback
- Acknowledge teamwork
- Encourage innovation
- Show appreciation
- Treat others with respect
- Provide space for other people to contribute in conversations

### As a community, we agree to:

- Be respectful in our words, tone, and body language
- Practice active listening and demonstrate a genuine desire to understand
- Make space for all voices to be heard
- Be constructive in our feedback
- Be accountable for our behavior and be an advocate for one another
- Acknowledge, empower, promote, encourage, and value all job classes and individuals

### Examples of appropriate conduct:

- Being professional and constructive in tone, comments, and gestures
- Being open to new ideas and invite more voices to the discussion, especially from those who may not speak without encouragement
- Offering constructive and respectful feedback to critique ideas and not individuals, being mindful of our biases
- Being engaged and minimize distractions
- Asking and answering all questions with respect
- Taking opportunities to recognize and acknowledge the critical contributions made by staff at all job levels
- Fostering discussion at all levels on scientific and programmatic decisions
- Being welcoming and mindful of all individuals

### Examples of unacceptable conduct:

- Raising one's voice, interrupting, or talking over others
- Belittling, condescending, or dismissive behaviors such as eye-rolling, groaning, winking, talking under one's breath, side-commentary
- Dominating the discussion at the expense of broader input
- Disrespecting non-native English speakers by drawing attention to the way they speak

\* This includes respectful treatment of everyone. This includes but is not limited to gender, gender identity or expression, sexual orientation, disability, physical appearance, age, body size, race, religion, national origin, ethnicity, first language, political affiliation, veteran status, pregnancy, genetic information, family and marriage status, experience, job class, and educational background.