

Code of Conduct for GCE4All Workshops & Conferences

Language within has been taken or adapted from materials/policies made by the Oregon State University College of Science Diversity, Equity, Inclusion and Justice Committee and the inappropriate behavior policy of the Society of General Physiologists.

The GCE4All BTDD Research Center is committed to providing an environment that encourages the free expression and exchange of scientific ideas. The GCE4All Center is committed to the philosophy of equal opportunity and respectful treatment for all, regardless of national or ethnic origin, religion/religious belief, gender, gender identity or expression, race, color, age, marital status, sexual orientation, disabilities, veteran status, or any other reason not related to scientific merit. All GCE4All meetings, workshops, sponsored conferences, and activities strive to promote an environment that is free of inappropriate behavior and harassment by or toward all attendees. As a Biomedical Technology Development and Dissemination Center (BTDD), one of GCE4All's goals is to improve understanding and access to Genetic Code Expansion technology by building a learning community. This means that we welcome and encourage participation from all career levels in our trainings, from undergraduate students to PIs, and from novice to expert GCE users.

This Code of Conduct seeks to provide a safe and secure environment suitable for conducive learning and connection at our various training and community building events (both virtual and in-person). These policies are applicable to all event attendees and are enforceable by all GCE4All Center staff.

Conversation Guidelines

Respect Each of us has the right to hold opinions and beliefs that are our own. Assume good intent from all. Let us challenge or criticize scientific ideas and not the person.

Listen Practice active listening. Each of us has the right to speak. Allow everyone their chance to speak and participate. When a person is speaking, listen deeply, courteously and with full attention.

Speak Share your voice. Be mindful of how much talking space you occupy. At the same time, be empowered to speak up when someone dominates the conversation.

Recognize Each of us possesses many identities. We do not speak to represent our race, our gender or any of our other identities. We speak for our whole unique selves.

Advocate Look to see who is present and who is not and be intentional in encouraging others to participate and inviting others to participate at a future time.

Protect Maintain the privacy of our meetings. Do not share specifics of the science shared without the sharing researcher's consent.

Definition of Harassment

The term "harassment" includes but is not limited to epithets, unwelcome slurs, jokes, or verbal, graphic or physical conduct relating to an individual's race, color, religious creed, sex, national

origin, ancestry, citizenship status, age, gender, or sexual orientation that denigrate or show hostility or aversion toward an individual or group or makes individuals in such a group uncomfortable for those reasons.

Sexual harassment refers to unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Behavior and language that are welcome/acceptable to one person may be unwelcome/offensive to another. Consequently, individuals must use discretion to ensure that their words and actions communicate respect for others. This is especially important for those in positions of authority or with higher degree of professional stature or influence than the person with whom they are interacting since individuals with lower rank or status may be reluctant to express their objections or discomfort regarding unwelcome behavior. It does not refer to occasional compliments of a socially-acceptable nature. It refers to behavior that is not welcome, is personally offensive, debilitates morale or induces discomfort. The following are examples of behavior that, when unwelcome, may constitute sexual harassment: sexual flirtations, advances, or propositions; verbal comments or physical actions of a sexual nature; sexually degrading words used to describe an individual; a display of sexually suggestive objects or pictures; sexually explicit jokes; unnecessary touching.

Incident Reporting

Anyone who believes they have been subjected to or have otherwise experienced behavior at a GCE4All event that violates our code of conduct, is encouraged to promptly [report the incident](#) so that steps may be taken to address the situation.

Anyone who feels harassed, as defined above, is encouraged (but not required) to immediately inform the alleged harasser that the behavior is unwelcome. In many instances, the offender is unaware that their conduct is offensive, and when so advised can easily and willingly correct the conduct so that it does not reoccur.

If informal discussion with the alleged harasser is unsuccessful or if this approach is otherwise not feasible, the offended person should contact Kayla Jara (kayla.jara@oregonstate.edu) and/or Kari van Zee (kari.van.zee@oregonstate.edu). All complaints will be promptly and thoroughly investigated.

GCE4All will investigate any complaint of harassment or sexual harassment, which may require limited disclosure of pertinent information to certain parties, including the alleged offender. Whereas all reasonable attempts will be made to ensure confidentiality, if so requested, absolute confidentiality cannot be promised, nor can it be assured.

If the matter concerns a trainee, who may feel uncomfortable contacting GCE4All leadership directly, such a complaint or concern may be conveyed by their PI. Reports of harassment should

be made without fear of reprisal; thus, retaliation against anyone who reports a possible act of harassment will not be tolerated.

If desired reports involving Oregon State University personnel can also be made to OSU's Office of Institutional Diversity via this [form](#).

Investigative Procedure & Disciplinary Actions

Once a complaint of harassment is received, GCE4All will begin a prompt and thorough investigation.

- The GCE4All center leadership staff will review the written complaint. If no written complaint exists, one will be requested. If a member of GCE4All center leadership staff is the one alleged, they will be dismissed from investigative conversations.
- Unless the entire leadership staff feels without doubt that the complaint is without merit, the alleged offender will be informed of the complaint, and given the opportunity to address the complaint, with sufficient time to respond to the evidence and bring his/her own evidence.
- The GCE4All center leadership staff may seek the advice of Oregon State University's Office of Institutional Diversity (and this will be required for matters involving any OSU related students or staff)