

The Astrophysics Group at Imperial College London aspires to be an inclusive environment free of discrimination and harassment, where all members of our community are treated with dignity and respect at all times. All Group members and visitors are expected to conduct themselves professionally and to encourage behaviour, language and attitudes which will create an environment that is free of discriminatory actions, stereotyping and harassment [2,3,4]. It is incumbent on all members of — and visitors to — the Group to be aware of this code of conduct and to uphold these standards, which are also formalised in College policies [4], and UK law [7,8].

All members of our community, irrespective of seniority, are expected to behave in a professional manner, and in particular to:

- Treat others with dignity, courtesy, respect, politeness and consideration [3].
- Respect the right of others to express their views, even in cases of disagreement (although not if those views are discriminatory or violate this code of conduct) [3].
- Manage conflict with others in a respectful way rather than in a confrontational way [2,7].
- Ensure that all communication, be it verbal, written or electronic, be appropriate and respectful for a professional audience including people of many different backgrounds and identities [3].
- Not discriminate according to gender identity, sexual orientation, age, disability, physical appearance, body size, race, nationality, religion, or any other legally protected characteristic [8].

The Group will not condone unprofessional behaviour that violates any of the College's policies, which specifically prohibit:

- Profanity, abuse, shouting, aggression, violent language, or inappropriate physical contact directed at an individual or individuals [4].
- Humiliating, degrading, demeaning, belittling, insulting, frightening, harassing or intimidating another person [4,7].
- Making sexist, racist, or exclusionary comments or jokes, irrespective of intent [4,8].
- Using sexual or sexist language or imagery [4,8].
- Unwanted and/or repeated sexual advances [7].

All individuals are expected to respect the values outlined in this statement without exception. Anyone who engages in inappropriate behaviour may be asked to leave events by relevant organizers (without refund of any registration or admission fee). Additional measures may be taken, depending upon the individual's relationship with the College [4]. Astrophysics Group members are expected to uphold these standards when representing the Group, such as at conferences, giving seminars or during academic visits to other institutions.

Anyone who is concerned that there has been a breach of any of the above policies/guidelines can raise their concern in a number of different ways. The College's "Have Your Say" campaign [5] provides for anonymous on-line reporting by either via the "report and support" system (<https://report-and-support.imperial.ac.uk>, open to all) or a hotline (0800 197 2814, College employees only). Both Group members and visitors can make an informal report either to the program/activity organizer and/or the Head of Group. A Group member or another College employee can also make a formal report, which by default should be to their line manager [4], although in a case of a conflict of interest (etc.) this can also be made to the Head of Group. In case of emergency, contact Campus Security on extension x4444 (best option, if possible) or 020 7589 1000 (from any phone, including mobiles).

Authorship

This document was written by Emma Chapman, Dave Clements, Ciarán Conneely, Louise Hayward and Daniel Mortlock. It is based on the Dunlap Institute statement of values (<http://www.dunlap.utoronto.ca/about/values-statement/>), which in turn was inspired by the London Code of Conduct (https://github.com/apontzen/london_cc/blob/master/codeofconduct.md).

References/links

1. Imperial College HR: Positive Working Environment:
<https://www.imperial.ac.uk/staff/new-staff/essentials/positive-environment/>
2. Imperial Expectations (included as part of the above):
<https://www.imperial.ac.uk/human-resources/imperial-expectations/>
3. Imperial College HR: Respect for Others:
https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/hr/public/policies/disciplinary/Respect_for_Others_2015.pdf
4. Imperial College: Harassment, Bullying and Victimisation:
<https://www.imperial.ac.uk/human-resources/procedures/harassment-bullying--victimisation/>
5. Imperial Have Your Say campaign:
<https://www.imperial.ac.uk/natural-sciences/staff/have-your-say/>
6. Imperial College active bystander resources:
<https://www.imperial.ac.uk/equality/support-for-staff/training/championing-edl/active-bystander/>
7. UK Government: Bullying and Harassment:
<https://www.gov.uk/workplace-bullying-and-harassment>
8. Legally protected characteristics: <https://www.legislation.gov.uk/ukpga/2010/15/section/4>
9. FoNS health and wellbeing:
<https://www.imperial.ac.uk/natural-sciences/staff/health-and-wellbeing/>