King Lab Code of Conduct

All members of the lab deserve equal respect and recognition. Everyone, regardless of experience, has valuable insights to contribute. Professional conduct in the workplace is always expected, which includes:

Communication

- Be kind and respectful to one another
- Effectively communicate (in person, email, slack). Directly address issues and respond to questions within a reasonable time period.
- Make sure critiques are constructive, and be open to constructive feedback.
- In group discussions, be mindful of how much each person is participating and being heard.
- Use welcoming and inclusive language (see EDI Statement). Exclusionary comments or jokes, threats, or violent language are unacceptable.
- Do not gossip about the lives of lab members.
- Show up on time for meetings and be mindful of others' time – assume everyone is as busy or busier than you!
- Be prepared for meetings and other lab duties
- Work to maintain cohesion and positive interaction among lab members. Collaborate, help others, and be open to receiving help.
- Be mindful of the personal boundaries of others (e.g., physical + mental health, family obligations, religious practice) including personal spaces.

Learning

- Accept responsibility for your mistakes. Be proactive in correcting them.
- Have reasonable expectations regarding the completion of a task (lab, data analysis or written work). If in a mentorship position, ensure deadlines are feasible for the mentee. If you are uncertain if the timelines you are setting for yourself are reasonable, ask around!
- Allow everyone an equal opportunity to participate in lab and social settings. Be mindful of dietary preferences, religious holidays, family obligations, and disabilities.
- Remember that everyone's research is equally important. Everyone is equally valuable to a lab group.
- Ask questions – all questions are good questions and part of the learning process.

- Everybody makes mistakes – acknowledge them and respond constructively
- Never assume bad intentions (as opposed to mistakes, needing to unlearn/relearn), unless proven otherwise

Respecting shared work spaces

- Strictly follow all safety procedures
- Treat equipment with respect
    - If equipment (lab/field) is broken or malfunctioning, ensure fixed asap
    - If you don't know how to use it, ask
    - Clean after use (do your dishes)
- Clean up your work space and communal space
- Order consumables as they get used up
- Scent-free zone: ensure you're not wearing cologne or perfume in the lab
- Do not dump work on colleagues, technicians, or undergraduate researchers. Take responsibility for your own project.

Discrimination, harassment, and bullying

- Not tolerated!
- Includes intimidation and coercion in all forms
- Includes unwanted physical, sexual, or repeated social contact
- Respect the privacy and safety of others.
- Do not take photographs of others without their permission. Posting/threatening to post personally identifying information without their consent is a form of harassment.

Academic integrity

- Work with honesty and integrity
- Ensure all data generated (lab notebooks, data files, r-code, manuscripts) are neat (legible for lab notebooks), organized, and properly backed up
- Keep the group updated on your progress and the projects that you're working on (lab meetings, committee meetings, conversations)
- Report exact data without altering, fabricating, or cherry-picking results
- Cite original sources.

Acknowledge every contributor or co-author accurately. See Duffy et al. 2017 (https://pubmed.ncbi.nlm.nih.gov/29152184/) for more details on authorship in the fields of Ecology and Evolutionary Biology.

- All authors should see the manuscript and review before submission
- All authors should be made aware of conference presentations.
- No plagiarism
- Follow King Lab AI Policy (will revisit this in November)
- Integrity during reviews: no “coercive citations”, treat papers as confidential, be fair in your review.

Ultimately, don't be silent. Support your colleagues!

- If you see something inappropriate happening, a gentle reminder about the Code of Conduct or a ‘that’s not cool’ are good responses.
- If you think more intervention is required, please feel welcome to approach Kayla, Darren Irwin (Graduate Advisor), Jeff Richards (Zoology Head of Department), or Grace Kam (Human Resources) in confidence.
- And/or point the person to more educational resources:

UBC Code of Conduct:
https://bog3.sites.olt.ubc.ca/files/2015/10/UBC-Code-Conduct-Oct-2014-Revised-Sept2015.pdf

BRC Code of Conduct:
https://biodiversity.ubc.ca/sites/default/files/2023-06/brc_code_of_conduct_june1.pdf

UBC Statement on Respectful Environment:
https://hr.ubc.ca/sites/default/files/wp-content/blogs.dir/14/files/UBC-Statement-on-Respectful-Environment-2014.pdf

Zoology Bullying and Harassment Resources:
https://zoology.ubc.ca/resources/harassment-and-discrimination-complaints-steps-and-resources

Retaliation Policy: https://hr.ubc.ca/working-ubc/workplace-experience/respectful-environment

- Do not leave the responsibility of addressing issues to those who might be targeted
- In the event of a conflict, the involved individuals should attempt to resolve the issue through respectful dialogue. If the issue persists or an individual is not comfortable with addressing the other party, they can talk to Kayla or another lab member in

confidence. In the event of harassment or academic misconduct, Kayla must be notified.

Draft inspired by: https://grad.biology.ualberta.ca/evenden/lab-code-of-conduct/ and https://mckinneylab.weebly.com/lab-code-of-conduct.html