



GFDL Code of Conduct

EXPECTED BEHAVIOR

Safety, integrity, inclusivity, professionalism, and adherence to GFDL's [core values](#) are everyone's responsibility. These principles apply to all members of the GFDL community as well as all visitors to GFDL.

Safety

A safe and healthy environment is a prerequisite for creativity and productivity in any workplace. All members of the community are expected to follow safety procedures and standards to ensure a safe and welcoming environment. Doing so entails being alert to behaviors that pose risks to the emotional, mental and physical health, wellbeing, and security of our workplace, as well as being dedicated to maintaining an environment free of bullying, discrimination, harassment, and violence.

Integrity

All community members are expected to maintain integrity in their job responsibilities and interactions with others. Maintaining integrity entails being honest, truthful, trustworthy, transparent, as well as respecting others' intellectual property as outlined in GFDL's Fair Use Policy. Scientific activities must be conducted in compliance with [NOAA's Scientific Integrity Policy](#) and all federal employees must observe [NOAA Ethics Rules](#).

Inclusivity

Creativity and innovation are promoted when people with diverse backgrounds, talents, and experiences work together. GFDL is committed to fostering a welcoming and inclusive environment to help members achieve their aspirations and better serve our community. Members are expected to be respectful of people with different identities and positions. All members of the greater GFDL community, regardless of title or affiliation, should be recognized and valued equally. Inclusivity entails treating other fairly in actions or decisions involving opportunities and resources to ensure equal

possible outcomes for all members. Inclusivity also entails being courteous and considerate in communications: allowing everyone to be heard, valuing and respecting others' ideas or opinions, and providing recognition that those ideas have been considered.

Professionalism

Professionalism includes being courteous, responsible, supportive, and collaborative in interactions; treating others fairly, kindly, honestly, and responsively; acknowledging communications within a reasonable timeframe; giving credit to those who contribute to ideas and project development, outcomes, and deliverables; respecting the authority and privacy of other members' intellectual property. While debate over opposing viewpoints is important, such interactions must be carried out with civility to maintain the dignity of all employees and foster a healthy, collaborative work environment. Professionalism also includes completing required professional training, following GFDL's policies applicable to computer, code and data usage, and co-authorship, and adhering to the rules of conferences, meetings, and seminars. Professionalism entails recognizing that we represent ourselves and GFDL in how we conduct ourselves, maintaining good relationships with our partners and collaborators outside GFDL, as well as adhering to the GFDL's code of conduct and upholding its core values while onsite, working remotely, and traveling for field work and meetings.

UNACCEPTABLE BEHAVIOR

In general, any violation of Expected Behavior is considered unacceptable. Specific cases of unacceptable behavior are highlighted below.

Assault & harassment

Assault and harassment are not acceptable under any circumstances. Sexual assault includes any unwanted sexual contact where consent is not given, or when one is coerced or physically forced to engage in a sexual act. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, that affects employment, interferes with work performance, or creates a hostile work environment. Workplace harassment includes bullying, offensive comments/conduct, or discrimination based on race, color, religion, sex (including sexual harassment and pregnancy discrimination), sexual orientation including gender identity, national origin, age (40 years of age and over), disability (physical or mental), or genetic information. Other specific examples include violations

of personal space, privacy, and agency; hate speech, profanity, and offensive content; and personal attacks.

Retaliation

Retaliation is a reaction to punish or unfairly treat individuals, who raise concerns, report issues, file complaints, or express different opinions. Retaliation in a workplace can come from supervisors or peers in different forms, such as putting the individual into undesirable working conditions, assigning unreasonable tasks, bullying, or discrimination. Retaliation creates a feeling of rejection and suppresses an individual's right to report issues. Retaliation in any form is prohibited.

Bullying

Bullying is the emotional, mental, verbal and/or physical health-harming mistreatment of one or more people by one or more perpetrators. Bullying behavior includes slandering, yelling, ridiculing, name calling, diatribes, as well as recurrent and hurtful sarcasm. It also includes manipulating one's ability to faithfully execute their work by overloading or underloading; setting deadlines and expectations that cannot be reasonably met; and by not responding to emails and inquiries in a timely manner. Additionally, the following behaviors are examples of bullying: socially or physically excluding or disregarding a person in work-related activities; persistent singling out of one person; not allowing the person to speak or express oneself (ignoring, dismissing, talking over, or interrupting); public humiliation in any form, including passive-aggressive or sarcastic remarks; constant criticism on matters unrelated or minimally related to the person's job performance or description.

Microaggressions

Microaggressions are everyday verbal and nonverbal comments or actions, which communicate negative or exclusionary messages to individuals belonging to marginalized groups based on their gender, race, religion, sexuality, national origin, education, or research area. Microaggressions, though often unintentional, cause distress and must be avoided. It is the impact, not the intent, that we should be mindful of. We encourage members of the GFDL community to attend the NOAA workshop on microaggressions.

GFDL also supports our partner Codes of Conduct:

- [UCAR Code of Conduct](#)
- [Princeton University Rights, Rules, Responsibilities](#)
- [SAIC Code of Conduct](#)
- [USGS Expected Behavior/Conduct](#)
- CollabraLink's Code of Conduct can be found in the Employee Handbook in Sections 8: Code of Conduct and Business Ethics and Section 9: Standards of Conduct. This is located on [Collabralink's internal website](#).