

Martin lab @ MIT code of conduct

Statement of Purpose: We want to work in a place where 1) we are excited to come in, 2) there is a respectful, equitable, and welcoming workplace, 3) we share ideas and collaborate, 4) we grow personally and professionally, 5) we train and foster a generation of scientists and future colleagues both internally and through external outreach, and 6) we produce the most rigorous and impactful science that we can.

Lab code of conduct:

This applies to anyone who works in our lab or exists in our lab space.

In accordance with departmental and institute expectations, we expect:

1) No bigotry of any kind and no microaggressions in the lab.

- Microassaults, such as saying that someone has achieved something based on their race or gender.
- Microinvalidations
- Microinsults, such as asking someone to represent an entire racial group.

2) No harassment – MIT's policy on what constitutes harassment is here -

<https://policies.mit.edu/policies-procedures/90-relations-and-responsibilities-within-mit-community/95-harassment>

In our lab, we also expect and agree that:

Not everyone in the lab has to be best friends outside the lab, but we agree to be respectful and professional to others at all times and communicate our needs and desires accordingly. We encourage new and existing lab members to have continual conversations about their needs as things change –

- Be mindful of other's work styles and preferences. Some prefer to work quietly, some need conversation - all workstyles are valid so long as they respect other's needs and don't impinge on the productivity of other lab members.
- Respect shared spaces. Communicate before engaging in extended conversations or meetings when working in the same space as others. Seek other space arrangements (i.e. conference rooms) as needed.
- Do not monopolize lab equipment (refer to microscope etiquette document). Coordinate with others when having long experiments that require extended use of this equipment.
- Respect other's schedules, differences in availability and participation. Try not to judge people based on the hours that we are present in the lab, when we get in, leave to go home, time we take off, or time we take for self-care – we're a mixed group of people at different life stages and with different external commitments. Be willing to be flexible when extenuating circumstances arise.

Be mindful that lab members come from diverse backgrounds and have diverse lived experiences, some of which cannot be discerned by your interactions. Be aware of your reactions when individuals do disclose information and try to suspend surprise and judgment.

Sarcasm and condescension are not helpful for building constructive relationships in professional settings and, therefore, should be avoided in these settings when possible.

Don't be dismissive about what others value and/or find valuable. Different people can have values that are different from your own and be mindful of how you engage with people around these topics. This includes, but is not limited to:

- 1) Career choice
- 2) hobbies
- 3) personal identity
- 4) religion
- 5) family
- 6) professional decisions
- 7) personal experiences

Be a good lab citizen.

- Clean up after yourself - leave lab stations the way you would like to find it. Communicate to lab members if you are unable to fully clean up after yourself (i.e. had to leave in emergency).
- Put in a new order of something when it's running low.
- We have a designated list of lab chores that we rotate on a regular basis – communicate to lab members if you are unable to do your chore.
- Help out when you can to support a clean and safe lab environment.

Resolution and reporting guidelines:

Recognize that conflicts may arise at different levels and that there could be different ways to approach resolution and reporting. Adam and faculty and staff in the building are Responsible Employees, meaning that we are obligated to report certain incidents to the institute (<https://idhr.mit.edu>), but that we will also give you resources and options to help you resolve conflicts and take care of yourself. We want to give lab members agency to select the best resolution option for them. Lab members have the right to seek resources other than Adam.

- Be willing to give and receive feedback.
- When disagreements come up, communicate with each other constructively to solve the problem.
- We as a lab have a responsibility to take anyone's concerns seriously and address them.
- You may communicate feedback in a respectful way.
 - Directly with the person involved in the conflict.
 - Through Adam.
 - Through a mediated conversation [e.g. Adam (PI), Hallie (DEI officer), graduate officers, other faculty, <https://ombudsoffice.mit.edu>, <http://biorefs.mit.edu>, or <https://idhr.mit.edu>].
- Lab members that observe conflicts in which they are not involved can go to any of the above resources, which will be handled as those entities see fit.

Lab citizen documents:

Microscope

Ordering

Lab jobs

Celebration:

We as a lab enjoy celebrating accomplishments and people's important events. We want to ensure that celebrations are equitable. Therefore, we define for what events we dedicate lab funds to celebrate. Adam will set a yearly budget for these events.

Birthdays – we celebrate people's birthdays (once/year).

Manuscript publication

Other notable events – 1) impending birth of child (a.k.a. baby shower), 2) a member of the lab graduating and moving on (a.k.a. going away party), and 3) holiday season.