

# AtomDB Workshop Code of Conduct

## Executive Summary

The AtomDB Workshop is intended to allow a free flow of ideas in an environment free of discrimination. It is taking place entirely online, which presents new challenges. Please be respectful of your colleagues.

If you notice an incident, please report it immediately to the organizers using one of the following methods:

1. Post to the “#helpdesk” channel on the meeting Slack. Note that this is a public channel, so everyone will see your complaint.
2. Contact Adam Foster or Randall Smith directly using a direct message on Slack or email ([afoster@cfa.harvard.edu](mailto:afoster@cfa.harvard.edu) and [rsmith@cfa.harvard.edu](mailto:rsmith@cfa.harvard.edu)). This method offers more privacy.

## Statement of Policy

It is the policy of the AtomDB Workshop organizers (“we” hereafter) that all participants will enjoy an environment free from all forms of discrimination, harassment, and retaliation. We are committed to providing an atmosphere that encourages the free expression and exchange of scientific ideas. In pursuit of that ideal, we are dedicated to the philosophy of equality of opportunity and treatment for all participants, regardless of gender, gender identity or expression, race, color, national or ethnic origin, religion or religious belief, age, marital status, sexual orientation, disabilities, veteran status, or any other reason not related to scientific merit. Harassment, sexual or otherwise, is a form of misconduct that undermines the integrity of Society meetings. Violators of this policy will be subject to discipline.

## Definition of Sexual Harassment

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 since individuals with lower rank or status may be reluctant to express their objections or discomfort regarding unwelcome behavior.

Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, is personally offensive, debilitates morale, and therefore, interferes with work effectiveness. 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.

## **Definition of Other Harassment**

Harassment on the basis of any other protected characteristic is also strictly prohibited. This conduct includes, but is not limited to the following: epithets, slurs, or negative stereotyping; threatening, intimidating, or hostile acts; denigrating jokes and display or circulation of written or graphic material that denigrates or shows hostility or aversion toward an individual or group.

## **Definition of Discrimination**

Discrimination refers to bias or prejudice resulting in denial of opportunity, or unfair treatment regarding selection, promotion, or transfer. Discrimination is practiced commonly on the grounds of age, disability, ethnicity, origin, political belief, race, religion, sex, etc. factors which are irrelevant to a person's competence or suitability.

## **Definition of Retaliation**

Retaliation refers to taking some action to negatively impact another based on them reporting an act of discrimination or harassment.

## **Scope of Policy**

This policy applies to all attendees the AtomDB Workshop.

## **Reporting an Incident**

If you notice an incident, please report it immediately to the organizers using one of the following methods:

1. Post to the "helpdesk" channel on the meeting Slack. Note that this is a public channel, so if you wish to avoid this,

2. Contact Adam Foster or Randall Smith directly using Slack or email ([afoster@cfa.harvard.edu](mailto:afoster@cfa.harvard.edu) and [rsmith@cfa.harvard.edu](mailto:rsmith@cfa.harvard.edu)). This method offers more privacy.

All complaints will be treated seriously and be investigated promptly. Confidentiality will be honored to the extent permitted as long as the rights of others are not compromised.

## **The Investigation**

As this is a short meeting, investigations will be swift. Once a report is received, we will note the complaint and investigate.

1. If further clarification is required, they will interview the complainant and offender as necessary.
2. If the complaint is justified, the offender will be issued with one warning.
3. If the offender continues, they will be ejected from the meeting – removed from the meeting Slack and banned from the Zoom conference call.
4. For serious upheld complaints, the offender will be ejected without a warning.
5. The complainant will be notified of the outcome.

## **Retaliation Is Prohibited**

We will not tolerate any form of retaliation against persons who file a complaint or assist in the investigation. Retaliation is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action.