

MINERvA International
Collaboration

Code of Conduct

This policy is intended to set expectations for professional conduct for members of the MINERvA collaboration. This policy is not intended to replace or supersede institutional codes of conduct, sexual harassment policies, institutional or professional society codes of conduct, and any applicable laws. It borrows wording from the American Physical Society code of conduct for meetings and the T2K, COHERENT, and DUNE Collaboration Codes of Conduct.

It is the policy of the MINERvA Collaboration that all collaboration members will conduct themselves in a professional manner that is welcoming to all members and free from any form of discrimination, harassment, or retaliation while at work or otherwise representing the MINERvA collaboration. Collaboration members will treat each other with respect and consideration to create a collegial, inclusive, and professional environment in all MINERvA contexts. All members of the MINERvA collaboration are responsible for contributing to a supportive environment to enable productive scientific collaboration.

Collaboration members will avoid any inappropriate actions or statements based on individual characteristics such as age, race, ethnicity, sexual orientation, gender identity, gender expression, marital status, nationality, political affiliation, religious or philosophical beliefs, ability status, or educational background. Disruptive or harassing behavior of any kind will not be tolerated. Harassment includes but is not limited to inappropriate or intimidating behavior and language, unwelcome jokes or comments, unwanted touching or attention, offensive images, inappropriate photography, bullying, and stalking. All members of the collaboration will take personal responsibility for informing themselves of their respective institution's policies and legal obligations concerning safety and harassment, including mandatory reporting obligations as well as procedures for dealing with complaints and avoidance of retaliation.

Violations of this code of conduct policy should be reported to a member of the MINERvA-Executive Committee (EC) and/or the Spokespersons, who are expected to respond in a timely fashion. This is because the EC is broadly more representative since they have people at different ranks as full members. At least one of the Spokespersons should be informed that a report has been made to any MINERvA-EC members, and consulted if a

MINERvA-EC member receiving the report is not able to handle the issue appropriately. Recommendations on what action to take in response to the violation will be made by the Spokespersons, in consultation with the EC if appropriate; discretion and privacy for the people involved will be considered at all times. In particular, care should be taken that private matters not be discussed publicly, such as in an open office/cubicle setting, in order to protect the privacy of the people involved. The privacy of the person accusing and of the person who is accused will be balanced with the right of the person who makes the accusation to know the outcome of their report.

Possible actions in response to violations may range from a verbal warning by the Spokespersons, to requests to leave the collaboration by the Spokespersons, possibly in consultation with the EC, to expulsion from the collaboration by an IB vote, to reporting to Fermilab, to notification of appropriate authorities.

If any of the members of the IB, EC or the Spokespersons are involved in the violation, they must recuse themselves from any decision-making process.

Retaliation for complaints of inappropriate conduct is itself a violation of the code of conduct.

If any collaborator observes inappropriate comments or actions, the collaborator is expected to take action, which could include personal intervention if it seems appropriate for the situation and safety. In order to strengthen the supportive environment of the collaboration, intervention is encouraged.

Action Item from IB Discussion:

1. Training resources for people who will hear the complaints

Additional Resources and Definitions of Ethics Codes are available here:

Fermilab's Statement of Community Standards

<http://directorate-docdb.fnal.gov/cgi-bin/RetrieveFile?docid=174>

Fermilab's Anti-Harassment Policy:

<https://web.fnal.gov/organization/wdrs/hr/antiharassment.pdf>

Fermilab's Diversity and Inclusion Policy:

<http://diversity.fnal.gov/policies/>

Fermilab Global Services Group: <http://get-connected.fnal.gov>

A Presentation from UEC on Sexual Harassment Procedures at Fermilab:

<https://indico.fnal.gov/event/13719/contribution/10/material/slides/0.pdf>

APS Code of Conduct:

<https://www.aps.org/meetings/policies/code-conduct.cfm>