

**Lunar and Planetary Laboratory**  
**Code of Conduct**  
v20241107

We at the Lunar and Planetary Laboratory (LPL) strive to create a positive and productive work environment, in which everyone feels welcome, valued, and enabled to succeed. We value diversity in all of its forms, and we recognize and strive to address any problems related to the work environment/climate, including issues relating to diversity, inclusion, equity, and accessibility that exist within the department, the planetary sciences, and academia in general.

This Code of Conduct is a set of principles, guidelines, best practices, and rules that cover actions and behaviors of members of the LPL community while in the department, on university grounds, taking part in official or unofficial department/university activities, department-recognized and promoted social activities, social activities involving more than one career stage/rank, traveling for work purposes including but not limited to field work/trips and conferences, or acting in a professional capacity in any means. All members of the LPL community are expected to familiarize themselves with and act in accordance with the Code of Conduct.

*This Code of Conduct does not replace or nullify university rules and regulations. All members of LPL are required to follow all University policies, including rules prohibiting harassment and discrimination. This includes, but is not limited to, prohibition of:*

- Any conduct which has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive environment.
- Nonverbal behavior, such as graphic, electronic, and written statements, or conduct that is physically offensive, harmful, or threatening.
- Disparaging comments, harassment, intimidating behavior or discrimination in any form for any reason, particularly related to gender, gender identity, sexual orientation, physical and mental disability, physical appearance, age, socio-economic status, veteran status, race, creed, color, religion, ancestry, national origin, marital/domestic partnership status, pregnancy, or other protected characteristics.
- Unwelcome physical contact.
- Inappropriate use of nudity and/or sexual images or discussion of private sexual experiences that would be deemed offensive to a reasonable person.
- Disruptive behavior during departmental activities, including classes, talks, meetings, and social gatherings.
- Overt or perceived retaliation against others.

Examples of university rules and regulations include, but are not limited to: all [university policies and procedures pertaining to ethics and conduct](#), the [university staff standards of conduct policy](#), the [student code of conduct](#), and [Title IX](#).

The LPL code of conduct consists of a set of best practices and guidelines in the following categories:

**Be honest and fair**

- Take responsibility for the integrity of your contributions to all professional activities and interactions.
- Fairly value and acknowledge all those who make contributions to your activities, work products, and achievements.

### **Be respectful and courteous**

- Treat others fairly and equitably, with courtesy, respect, and empathy.
- Make an effort to help others feel welcome.
- Consider the impact of your words and actions on the people around you.
- Be respectful of the opinions and views of others, provided their expression is not discriminatory or harmful to others in violation of university non-discrimination and anti-harassment policies.
- Ensure that, when offered, criticism is constructive and aims to create positive discussion.
- Listen carefully and respectfully if someone raises concerns or criticisms regarding your own behavior, and consider positive changes you can make.
- Acknowledge cases when your words, actions, or policies may have had a negative impact, admit to wrongdoing whether intentional or accidental, and identify needed changes and improvements to your actions and attitudes.
- Be sensitive to topics of a political, religious, cultural, or otherwise sensitive nature that may marginalize those of other viewpoints.
- Maintain respectful and collegial interactions regardless of any personal differences and disagreements, and do not allow such disagreements to adversely affect the work environment for others.

### **Foster an inclusive work environment**

- Respect individual differences and unique perspectives of members of the department and other professional colleagues.
- Foster a culturally inclusive environment, recognizing the diverse identities that make up our community.
- Consider the impact that words, actions, and policies will have on those around you, particularly those of under-represented, minority, and/or marginalized identities.
- Do not make or tolerate unwelcomed jokes and/or disparaging remarks grounded in prejudice or stereotype.
- Be aware of the possible unintended impacts of subtle and subconscious actions and words (“microaggressions”), and the way in which unintended and subconscious biases and stereotypes can affect our actions (“implicit bias”).
- Promote equity amongst colleagues and trainees in access to opportunities, including networking that happens in a social context.
- Identify and challenge practices that may facilitate or allow prejudice and/or discrimination
- Seek out continuing education on topics related to diversity and equity, including, but not limited to, racial justice, implicit bias, anti-racism, and allyship.
- Understand and appreciate the historical context of underrepresented groups within our community.
- Work to support the recruitment of diverse candidates in all recruiting activities.

### **Foster a supportive work environment (for those in a supervisor role)**

- Discuss the Code of Conduct with new group members and employees.
- Recognize that students and employees are whole individuals who have needs and responsibilities beyond their work.
- Be sensitive to the mental health challenges that individuals may face, and to the importance of maintaining good mental health.
- Make expectations clear, while providing flexibility as needed.
- If you need to correct or admonish someone under your supervision, strive to do it in a respectful, supportive, positive, and productive manner.
- Ensure that compensation and the distribution of resources or opportunities, when it is under your control, is fair and equitable
- Be aware of power differentials, and act to empower those in more junior positions.
- Be aware of and direct others in need toward support resources.
- Do not use a position of power to garner personal favors or otherwise exert undue influence.
- Do not engage in or seek to engage in relationships of a romantic and/or sexual nature with persons over whom you could be perceived as being in a position of authority (such relationships can include but are not limited to student-professor relationships, student-TA, postdoc-advisor, etc...). Any relationships that may be perceived as falling into this category should be disclosed to the Department Head, who may recommend appropriate mitigating actions.
- Be aware of possible real or perceived conflicts of interest in decision making and disclose and/or address them accordingly.
- Recognize the importance of maintaining a healthy balance between professional responsibilities and personal well-being. Be cognizant and respectful of the schedules of your subordinates and colleagues, including leave, paid time off, and holidays.

### **Unacceptable behaviors and actions**

For a list of behaviors and actions explicitly prohibited by university policy, please examine and be familiar with university standards and rules regarding conduct (see links below). In general, we highlight that the following behaviors are unacceptable and will not be tolerated:

- Intimidation and bullying.
- Violations of the expected norms of academic integrity for [students](#) as well as all members of the LPL community.
- Inappropriate interpersonal relationships that create conflicts of interest in instructional, supervisory, disciplinary, or evaluative contexts, per [University of Arizona "Management of Personal Conflicts of Interest" policy](#).
- Violations of the Nondiscrimination and Anti-harassment Policy include discrimination, harassment, sexual harassment, and retaliation. Such violations should be reported immediately to the [Office of Institutional Equity](#) (520-621-9449, [equity@email.arizona.edu](mailto:equity@email.arizona.edu)). Other personnel matters can be reported to the LPL Department head or associate heads, the [Office of Human Resources](#), or the University of Arizona [Ombuds office](#) ([ombuds@arizona.edu](mailto:ombuds@arizona.edu)).

### **Maintain a safe work environment**

- Actively intervene and/or report if you witness or otherwise become aware of misconduct or suspected misconduct including discrimination, harassment, bullying, or other behaviors that undermine individuals, the department, or the university.
- Seek out information about societal issues and best practices to help make LPL more equitable and inclusive.
- Alert campus personnel if you notice a dangerous situation or someone in distress.

*Acknowledgements. This Code of Conduct was inspired by and adapted from the following sources:*

- *Codes of Conduct from fellow departments, including:*
  - [Princeton's Department of Physics](#)
  - [Purdue's Department of Earth, Atmospheric, and Planetary Sciences](#)
  - [The Ohio State University's Department of Astronomy](#)
  - [University of Arizona's Department of Geosciences](#)
  - [University of California Irvine's Department of Physics and Astronomy](#)
  - [University of California Santa Cruz's Physics Department](#)
  - [University of Kansas' Department of Physics and Astronomy](#)
  - [University of Texas at Austin's Department of Astronomy](#)
  - [University of Wisconsin-Madison's Department of Astronomy](#)
- USRA/LPI's ["Preventing Harassment in Science" Workshop](#)