

WAYNE LAB CODE OF CONDUCT

Our lab is made up of students (undergraduate and graduate), faculty, staff and collaborators from a variety of backgrounds, research interests, and experiences. As a lab, we value open communication, a supportive social environment that makes science less hard, celebrating lab members' successes and milestones, fostering an environment of scientific curiosity, work/life balance, and mental health. We aim to provide a safe and inclusive working environment that *works for everyone!*

We recognize that it is not enough to simply state our values. We must also ensure that all students, and especially incoming students and international students from minority and/or underrepresented backgrounds, are encouraged to flourish.

In order to provide a fair and equitable work environment, lab members are expected to treat each other with respect and courtesy. In specific, the following are expectations for all new and existing members of our Lab:

1. All interactions, both online and in person, should be appropriate for a professional audience and should not infringe upon a person's right to feel safe and comfortable
2. **Harassment and sexist, racist, or discriminatory jokes** are *never* appropriate.
3. Sexual or discriminatory language and imagery is not appropriate at any time.
4. Avoid **microaggressions**. Be aware that your actions can be hurtful to others or contribute to a negative environment even if you had no intent of harm. Be open to listen and empathize. Offer a genuine apology. Commit to learning and doing better.
5. Be kind and supportive to others. Do not insult or put down other contributors. If you disagree with someone, challenge the idea, not the person.
6. Please make an effort to make an inclusive environment for everyone. Give everyone a chance to talk and an opportunity to contribute.
7. Information shared in confidence should remain private between the persons involved. Express consent is required when sharing private information.
8. The Wayne Lab values inclusive science. For example, lab presentations should be presented at an approachable level and questions and discussion should be encouraged. Likewise, presenters should be treated with respect, keeping feedback educational and constructive.

Harassment and/or discriminatory behavior is defined as unwelcome physical, verbal, or visual conduct creating an intimidating, hostile, or offensive work environment that interferes with work performance. Discrimination or harassment based on racial or ethnic background, country of origin, citizenship status, religion (or lack thereof), political affiliation, gender

identity/expression, sexual orientation, biological sex, disability status, appearance or body size will not be tolerated.

Lab members are encouraged to be active bystanders (for example, see [1](#) and [2](#)). An active bystander is someone who observes offensive or discriminatory behavior and takes substantive steps to address the situation. For example, upon hearing a microaggression, an active bystander may use a method such as [Oops/Ouch](#) to identify and give space to address the offensive behavior.

Participants asked to stop any harassing or discriminatory behavior are expected to comply immediately. Graduate students are encouraged to discuss situations that arise in the Wayne Lab with the Student Affairs Officer, Tessa Villasenor (tessav@eeb.ucla.edu). Post-docs and staff can contact the Life Sciences Chief Administrative Officer, Paula Yau (pyau@lifesci.ucla.edu). If offensive and/or discriminatory behavior persists, this situation will be reported to the [UCLA Equity, Diversity, and Inclusion office](#).

This Wayne Lab Code of Conduct is a living document. As our lab grows, we encourage new members to help us improve upon it.

The material in this code of conduct is derived from "[Whitaker Lab Project Management](#)" by Dr. Kirstie Whitaker and the Whitaker Lab team, as well as "[Bahlai Lab Code of Conduct](#)" by Christie Bahlai.