MMM Code of Conduct

Goal:
We are working toward an environment where all laboratory employees and visitors feel valued and are treated with respect and consideration. In this environment, all employees and visitors without exception* will feel comfortable giving and receiving input and participating in laboratory activities. All employees are required to abide by this code of conduct.

Mission:
By fostering engagement and appreciating the contribution of all MMM employees and visitors, the lab will be more inclusive, productive, and better able to meet scientific goals.

As a community, we agree to:
- Be respectful in our words, tone and body language.
- Be an active listener and demonstrate a genuine desire to understand.
- Be constructive in our feedback..
- Be accountable for our behavior and be an advocate for one another.
- Acknowledge, empower, promote, encourage and value all job classes and individuals.

Examples of appropriate conduct:
- Be professional and constructive in tone, comments and gestures.
- Be open to new ideas and invite more voices to the discussion, especially from those who may not speak without encouragement.
- Critique ideas, not individuals, and be mindful of our biases.
- Be engaged and minimize distractions.
- Ask and answer all questions with respect.
- Take opportunities to recognize and acknowledge the critical contributions made by staff at all job levels.
- Foster discussion at all levels on scientific and programmatic decisions.

Examples of inappropriate conduct:
- Raising one's voice, interrupting, or talking over others.
- Belittling, condescending, or dismissive behaviors such as eye-rolling, groaning, winking, talking under one's breath, side-commentary.
- Dominating the discussion at the expense of broader input.
- Disrespecting non-native English speakers by drawing attention to the way they speak.

[*This includes respectful treatment of everyone. This includes but is not limited to gender, gender identity or expression, sexual orientation, disability, physical appearance, age, body size, race, religion, national origin, ethnicity, first language, political affiliation, veteran status, pregnancy, genetic information, family and marriage status, experience, job class, and educational background.]