

Every September and May, PoP lab members will

- I. Review the [PoP Lab Code of Conduct](#)
- II. Renew their commitment to the ethical conduct of research
- III. Review the Decision-making guide based on research priorities
- IV. Review lab communication conventions

Last revised: September 9, 2024. Acknowledgments: The code of conduct was developed collaboratively in summer 2020 by the PoP Lab Anti-Racism and Equity Discussion group in response to strategies Dr. Lisa Willis proposed for addressing bias and discrimination in STEM, and was inspired by the Willis Glycobiology lab's code of conduct.

I. PoP LAB Code of Conduct

1. Be welcoming and inclusive

- a. In our interactions with lab members, research participants, and the broader community we seek to support and include people regardless of race, ethnicity, religion, neuro(a)typicality, disability, mental illness, gender, gender identity and expression, sexual orientation, physical appearance, body size, age, or a person's lifestyle choices and practices.
- b. Respect and recognize all members of the lab. Everyone, regardless of their background or level of experience, has valuable insights to contribute.
- c. Ensure every member has the opportunity to participate both in academic and research activities and in lab-related social activities.
 - i. Be considerate of dietary restrictions, familial obligations, religious observances etc.
- d. Use inclusive language
 - i. Be aware that the words you choose impact others. Be mindful that certain comments or jokes may be exclusionary or disparaging, even if you do not realize this to be the case. (see 4b)
 - ii. When speaking to or about others, make yourself aware of their preferred pronouns and do not deliberately misgender others.
- e. Be collaborative and support the learning of all members
 - i. Be a team player; share experiences and resources that could be useful to other lab members, help to collaboratively troubleshoot problems, share responsibility.
 - ii. Be open to constructive suggestions and challenging questions; the input of other lab members, of the scientific community, and of stakeholder groups enriches everyone's experiences.
 - iii. In group meetings, keep comments succinct to allow engagement by all participants. Do not interrupt others on the basis of disagreement; hold such comments until they have finished speaking.

2. Be professional

- a. Follow all current health and safety regulations.

- b. Be on time for all meetings, obligations (lab shifts) and appointments. In the case of illness or extenuating circumstances, notify the relevant team members and supervisor as early as possible.
 - i. If you need to miss a lab shift, you may make it up on a different day in the lab schedule or complete your tasks remotely (if applicable). Please inform a supervising graduate student beforehand and they will update the schedule.
- c. Don't be afraid to speak up when you've made a mistake. We are all human and mistakes are inevitable. It is important to be honest with yourself, the data, and to the other lab members if a mistake was made.
- d. Prioritize direct communication with the people concerned. Treat other people as you want to be treated.
- e. Treat lab equipment and materials with respect, and keep lab spaces clean and orderly. Respect the individual space and equipment needs of each study.

3. Respect others and their wishes

- a. Speak to others with respect.
 - i. Do not make threats or use violent language.
 - ii. Do not address others in an angry, intimidating, or demeaning manner.
- b. Respect others' privacy.
 - i. Do not take photographs of others without their permission.
 - ii. Do not post or threaten to post personally-identifying information of others without their consent.
- c. If you are unsure whether your behaviour towards another person is welcome or acceptable, ask them. Unwanted social, physical, or sexual contact will not be tolerated. If someone tells you to stop, do so promptly.

4. Speak up

- a. If you see something inappropriate happening, a gentle reminder about the Code of Conduct is a productive response.
- b. Microaggressions are “brief and commonplace daily verbal, behavioral, or environmental indignities, whether intentional or unintentional, that communicate hostile, derogatory, or negative racial slights and insults toward people of color” [and other marginalized groups] (Sue et al., 2007). [Watch this cartoon to understand what microaggressions are and how they negatively impact people.](#)
 - i. [Tips on how to interrupt microaggressions](#)
Available as an appendix to the article: *Ackerman-Barger, K., Jacobs, N. N., Orozco, R., & London, M. (2021). Addressing microaggressions in academic health: a workshop for inclusive excellence. MedEdPORTAL, 17, 11103.*
- c. If you believe a situation requires further intervention please notify Aparna and she can

direct you to the appropriate resources as needed.

- d. All students, faculty and employees of McGill's Faculty of Medicine and Health Sciences are governed by its [code of conduct](#) including reporting processes.