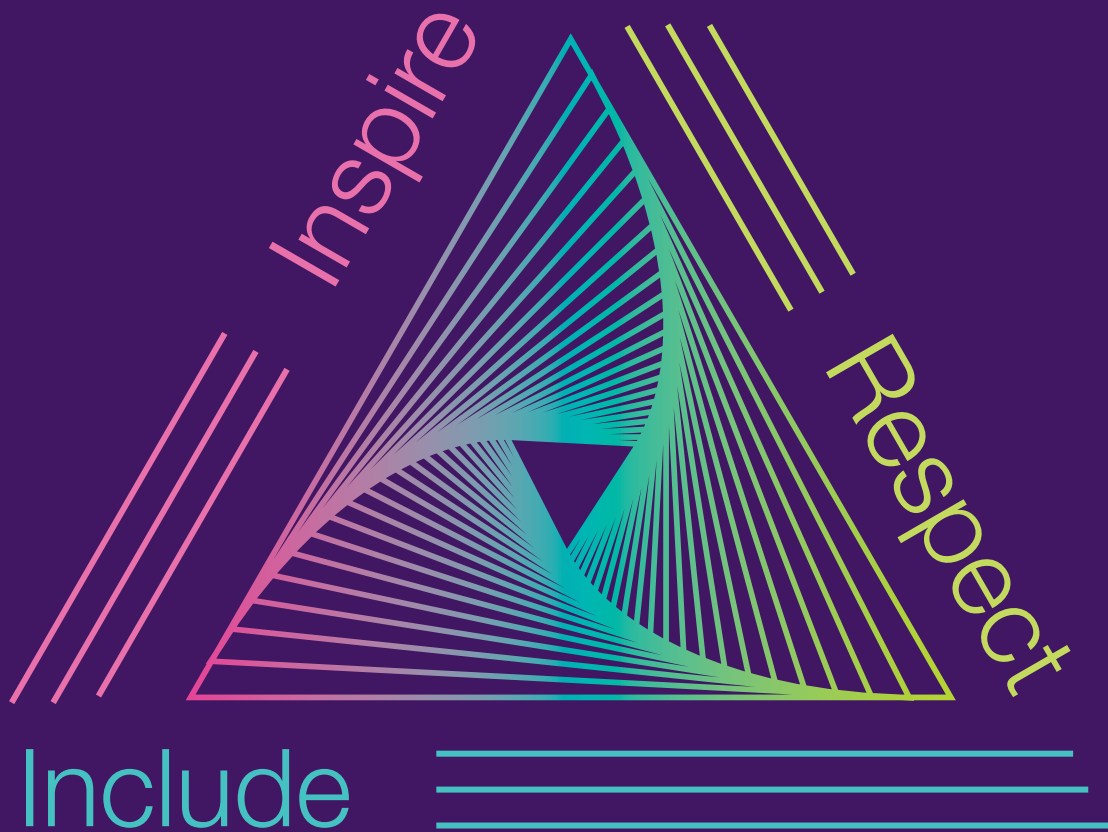


School of Physics

Code of Conduct





INSPIRE

Foreword (from when the policy was first introduced)

Whether you are a postgraduate student, a technician, an academic or a member of the administrative staff, we all work as part of the Physics team. This means that we collaborate and interact with one another in a variety of different contexts. Mostly these interactions are a positive experience: we learn from our colleagues, not just new information and skills, but new ways of looking at a problem, or even the world in general. I count myself tremendously fortunate to head a team of such positive, resourceful, dedicated, friendly, and caring individuals.

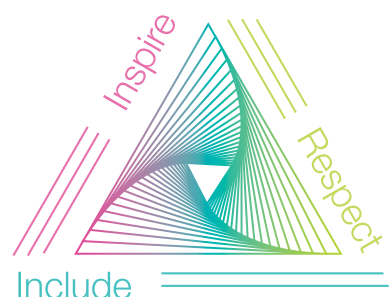
Occasionally, however, when we are rushed, stressed, tired or just careless, interactions can become less positive and less respectful, and this can leave one party feeling ignored, belittled or excluded. If the actions that lead to this situation become part of a systematic pattern, it can result in a breakdown in working relationships and all the attendant problems that that brings. To help prevent this, we have sought to draw up a Code of Conduct which is designed to complement the University's Acceptable Workplace Behaviour Policy and to express a common set of values that we – as a School – would collectively like to adopt and to adhere to in our everyday working lives. The intention was not to prescribe a list of “don'ts” to make people anxious or fearful when interacting with colleagues, but rather a list of “dos” so that we all feel empowered to promote and enact positive behaviours and, by extension, assist in identifying negative ones.

In May 2019 we held a Staff Away Day event in which we started to establish the framework for the Code of Conduct. The many helpful suggestions offered were subsequently fleshed out into a draft document by a very proactive working group drawn from across the School and including Professional Services staff and Academics at all career stages. Following staff feedback, this draft has evolved into the admirable Code of Conduct document contained below. I very much hope that the Code will assist us all in helping to frame our everyday interactions with colleagues and postgraduate students and that it encourages a positive work culture.

Finally, I'd like to thank everyone who contributed to the writing of the Code of Conduct, especially Euan Allen, Lana Beck and Josie Maskell who led the working group, as well as members of the group: Peter Barham, Joanna Bird, Alisha Cramer, Joel Goldstein, Terry McMaster, Dondu Sahin, Belinda Sharpe and Andy Young. Thanks too to Alex Hall and Les Finnemore from Human Resources who facilitated the Away Day session and to all staff who contributed to the session and/or providing feedback on the draft document.

Nigel Wilding

17 February 2020



Introduction

The Code of Conduct has been developed by a team of volunteers from across the School of Physics. It was based on discussions from the Physics Staff Away Day in May 2019 and has been in place ever since. It aims to represent the School and its values. The code of conduct is for all those working in the School of Physics and is designed to outline behaviours the school wants to promote and empower members to set boundaries on behaviour themselves.

This document is designed to complement rather than replace the University code on acceptable behaviour or the staff handbook for the School of Physics.

Legal and Compliance

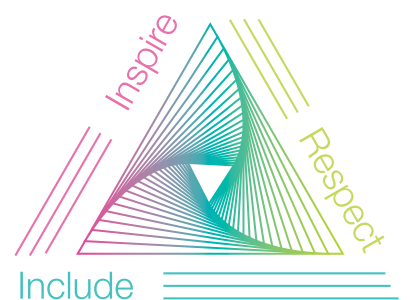
Student Rules and Regulations

The general layout of this Code of Conduct focusses on three overarching principles that the School aims to promote, which are to: **Inspire, Respect & Include**

As well as the general code of conduct, this document also includes supplementary advice on desired characteristics in a few specific areas:

- Working with **colleagues**
- Working with **students**
- Working with **external colleagues**
- Organising, Chairing, attending **a meeting**
- Shared **Spaces**
- Organising a **conference**
- Attending a **conference**

Each of these areas are on separate pages of this document and are self-contained in content. This allows each page to serve the area which it applies to individually.



Code of Conduct

Inspire

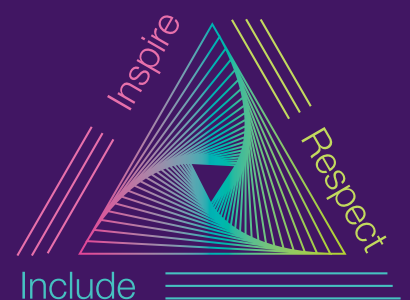
- Always act with integrity and professionalism
- Be empathetic of others and support your colleagues
- Encourage growth and celebrate successes
- Support and encourage wellbeing of all types
- Be considerate and discreet
- Promote proper health and safety procedures

Respect

- Be respectful of other's time and workloads
- Actively and politely listen to all colleagues, irrespective of your own opinions
- Be aware that your comments may be perceived differently to how you intend them
- Be respectful of others when using shared spaces
- Do not tolerate or support harassment of any kind
- Speak to your colleagues with respect

Include

- Consider any special requirements of others
- Be respectful and inclusive of others, regardless of sex, age, religion, beliefs, nationality, culture, ethnicity, race, sexual orientation, status within the university, disability, or family situation.
- Abstain from and actively discourage discrimination in all forms



Working with Colleagues

Inspire

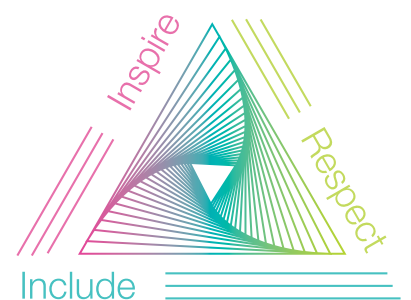
- Be empathetic to others and support them when you see they need help
- Be professional, work with integrity and a commitment to excellence
- Encourage growth and confidence in others by giving timely and constructive feedback, recognising and celebrating successes
- Recognise enjoyment and creativity in your work environment
- Be welcoming and open to networking and collaboration with others

Respect

- Respect your own and other's time and workloads
- Respect your work limits and be open to accepting help when you need it
- Be respectful of others by actively listening, and being friendly and positive
- Consider the most appropriate form of communication with your colleagues, whether this is a phone call, a meeting, or email
- Be aware of good [email etiquette](#) and consider [guidelines for mass emails](#)
- Be considerate and discreet when it comes to sharing personal or confidential information

Include

- Be inclusive by working with a diverse range of colleagues
- Be tolerant and consider the perspectives of others
- Empower others to achieve their goals
- Be respectful and inclusive of others
- Be aware of [protected characteristics](#)





RESPECT

Working with Students

Inspire

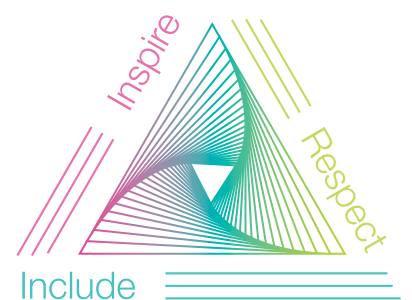
- Support and encourage a balance of work and other responsibilities
- Foster and support an environment for excellence in students work
- Support and inspire student ambitions
- Be aware of the diverse needs and opportunities of students and your role in supporting these
- Support student achievements
- Encourage students to develop as independent learners

Respect

- Make time for the needs of students
- Be professional in your working relationship with students
- Respect individual working hours and be transparent about your available time
- Be aware of good [email etiquette](#)

Include

- Keep criticism constructive
- Encourage and support students to contribute to discussions, forums, events, and conferences
- Understand and adapt to different learning and working styles
- Celebrate the diversity of students, ensure teaching practices are inclusive and accessible, and advance equality of opportunity
- Be aware of how perceived status might affect communication



Working with External Colleagues

Inspire

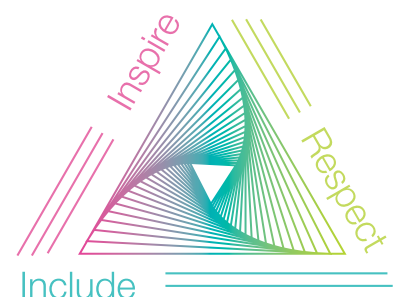
- Reflect the values of the School and University to external colleagues and general public
- Be discreet and appropriate in what information you share with external colleagues
- Treat all interactions and meetings as being potentially important

Respect

- Be sensitive to the different norms of behaviour of external stakeholders in their own professional culture, e.g. business cards
- Be professional in all behaviours
- Be acquainted with external colleagues objectives, their situation, ~ their history with the university, their culture

Include

- Be aware that the relationship may be multifactorial, and your contact may be just one of many
- Consult with relevant colleagues before your engagement
- Communicate your interaction to the appropriate School contacts for continuity
- Aim to give all interested parties an equal opportunity of engaging with external partners
- Ensure the diversity of the University is represented at any external meeting



Organising, Chairing, or Attending Meetings

Inspire

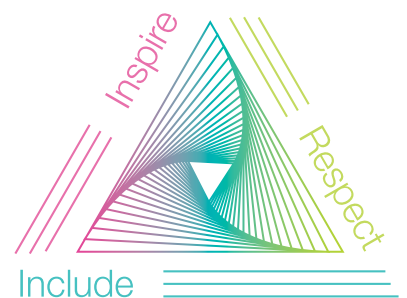
- Prepare and set a realistic and achievable agenda
- Be positive and constructive
- Find empathy with differing points of view
- Volunteer for your fair share of tasks
- Follow up promptly with clear actions and minutes
- Leave meeting rooms as you found them

Respect

- Be punctual and keep to time
- Avoid private conversations
- Focus on the meeting: avoid using phones or computers for non-related activities. Switch phones and computers to silent mode
- Do not interrupt or talk over others
- Actively and politely listen to all colleagues, irrespective of points of view
- Consider if a meeting is necessary or whether another form of communication is more appropriate such as an email.

Include

- Communicate the aims and expectations for the meeting beforehand
- Check whether any attendees have special requirements to fully participate
- Include the opinions of all those present
- Ensure the discussion is not dominated by a minority of attendees
- If a meeting is discussing matters that affect the whole school – make sure to invite a diverse range of people from different areas



Shared Spaces

Inspire

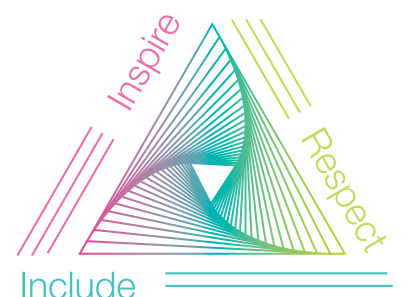
- Leave the shared spaces after use in the state you found them in
- Clear/tidy up if you make a mess or spill something in a communal area. It is your responsibility to leave the shared space safe and usable
- Be friendly and courteous to those around you
- Dispose of waste responsibly and recycle as much as possible

Respect

- Respect others' belongings and equipment, and try to get permission if you need to move or borrow anything
- Be considerate of your noise levels when in the company of others
- Be mindful of others' workload when working in shared offices
- Be aware that people use shared spaces for different reasons including taking breaks
- Avoid confidential conversations in shared spaces

Include

- Be welcoming to others in shared spaces
- Be inviting to people outside of your immediate working or social group in conversations when appropriate
- Be open-minded when it comes to sharing spaces



Organising a Conference

Inspire

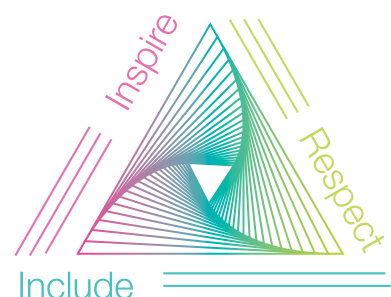
- Find ways to ensure students and colleagues are given opportunities to present their work
- Consider offering prizes and commendations
- Consider offering advice and mentoring to students making presentations
- Actively encourage informal discussions
- Empower students and early career researchers so they are prepared for their turn to organise events by including them on the organising committee

Respect

- Think about building in extra time to allow for overrunning of talks or any technical difficulties
- Ensure session chairs are prepared to prevent or stop any disrespectful or potentially offensive remarks during discussion sessions
- Be aware of the impact on workloads if you delegate organisation to others
- Ensure the participants are informed about the conference details in good time
- Listen to delegates' complaints and deal with them promptly and fairly

Include

- Make sure abstracts are selected and accepted for presentations using a system that avoids unconscious bias. Consider having targets for representation.
- Make sure session chairs are distributed fairly and inclusively – allow early career researchers opportunities to gain experience in this role, and provide appropriate mentoring
- Give delegates an opportunity to inform organisers of any requirements and/or disabilities which may affect their appreciation of the conference, and take appropriate steps to assist them (e.g. ensure microphones are used to aid those who are hearing impaired)
- Consider the diversity of the speakers and encourage attendance from under-represented groups, e.g. via bursaries, childcare etc.
- Have a public code of conduct and strict policies and procedures on harassment
- Consider having a quiet space/room set aside at the conference



Attending a Conference

Inspire

- Engage positively with the other delegates
- Be professional, remembering that you are a representative of the School of Physics
- Offer positive feedback and support
- Welcome questions and answer them respectfully
- Show empathy, listen to others, and be accountable for your own actions

Respect

- Keep to time in all presentations
- Ensure that materials for presentation are suitable for a diverse audience
- Make sure that content in presentations, visual and oral, is appropriate
- Make the conference a safe and constructive space for attendees at all career levels

Include

- Acknowledge all contributors to your work and notify collaborators and co-workers when you present
- Design your presentation so that everyone in the audience can engage
e.g. 'colour blind' colour schemes, sufficiently large font
- Use language which is inclusive
- Be an ally of other people who are targeted by inappropriate behaviour at external events
- Make efforts to include everyone in conversations and social activities



Report & support

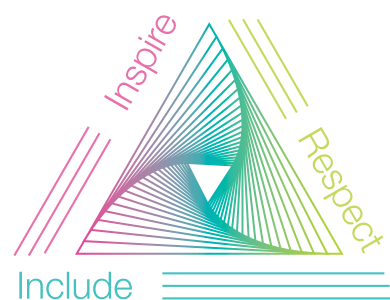
The University has an in-depth Acceptable Workplace Behaviour Policy (see link below) as well as a report and support tool for any experiences of workplace behaviour you may have encountered.

[Report and Support Tool](#)

[Acceptable behaviour Policy](#)

Protected characteristics

[Gov UK Protected Characteristics List](#)





INCLUDE

For more information about the School of Physics please see:

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@ phys-exec-office@bristol.ac.uk

📍 phys-ug@bristol.ac.uk

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