US Magnet Development Program Code of Conduct
V5, Feb. 1, 2022

Core values

Integrity We will conduct ourselves with integrity in our dealings with and, on behalf of, our Program.	**Accountability** We will be accountable as individuals and as members of this community for our ethical conduct and for compliance with applicable laws and institution policies and directives.
Excellence We will conscientiously strive for excellence in our work	**Respect** We will respect the rights and dignity of others.

Standards of Ethical Conduct

Applicability

The US MDP is composed of staff from the collaborating institutions LBNL, FNAL, BNL, and ASC/NHMFL. Members come from diverse backgrounds and with a wide range of expertise and from varying stages in their careers. We strive for an inclusive and respectful environment for MDP members independent of their background, age, and stage or path of career. MDP members should pay particular attention to interactions in which there is a disparity in seniority such as with students and postdoctoral researchers.

The standards described here apply to staff from the collaborating institutions LBNL, FNAL, BNL, and ASC/NHMFL who perform work associated with the mission of the program.

Fairness & Openness

The US MDP values a diverse membership and supports the right of all people to participate in program research free from discrimination. Members of the program are expected to conduct themselves in an ethical and professional manner that is welcoming to all participants and free from inappropriate behavior, including any form of discrimination, harassment, bullying, violence, or retaliation. A key component of this ethical and professional behavior is an expectation/understanding that MDP members
- will be forthcoming and transparent with their research progress
- will be respectful of the content of others' work
- can expect that their own work will be intellectually respected and acknowledged.

Participants will treat each other with respect and consideration to create a collegial, inclusive, and professional environment at US MDP meetings and research activities. Creating a supportive environment to enable scientific progress within MDP, itself a complex multi-institutional collaboration, is the active responsibility of all participants.

Individual Responsibility and Accountability

Members of the US MDP are expected to exercise responsibility appropriate to their position and delegated authorities. They are responsible to each other, the US MDP, and the Program's funding agency, both for their actions and their decisions not to act. Each individual is expected to conduct the business of the US MDP in accordance with the *Core Values* and the *Code of Conduct*, exercising sound judgment and serving the best interests of the program.

- Collaborate and share
- Respect your colleagues
- Encourage discussion
- Genuinely listen
- Be forthright and openminded
- Own your mistakes

Respect for Others

The US MDP is committed to treating each collaboration member with respect and dignity and participants are thus expected to refrain from inappropriate actions or statements based on individual characteristics[1]. Actions inconsistent with this code of conduct, including disruptive or harassing behavior of any kind will not be tolerated.

While attending meetings, virtual or in-person, and social events, the expectation is that all members

- Behave professionally. Harassment and exclusionary or offensive comments or jokes related to personal attributes are not appropriate.
- Communicate appropriately. Aim for a professional audience including people of many different backgrounds. Sexual language and imagery are not acceptable.
- Listen to the speaker. Formulate questions and comments in advance and focus them to constructively contribute to the conversation.

All meeting attendees are empowered to request that inappropriate behavior be stopped (see *Reporting or Addressing Policy Violation* below).

Ethical Conduct of Research

All members of the US MDP engaged in research are expected to conduct their research with integrity and intellectual honesty at all times. The US MDP prohibits research misconduct. Members of the Program engaged in research are not to: fabricate data or results; change or knowingly omit data or results to misrepresent results in the research record; or intentionally misappropriate the ideas, writings, research, or findings of others. All those engaged in research are expected to pursue the advancement of knowledge while meeting the highest standards of honesty, accuracy, and objectivity.

Reporting or Addressing Policy Violation

Violations of this code of conduct policy should be reported to a member of the US MDP Management team ("G7") or to your line-management supervisor. If a member observes inappropriate comments or actions and personal intervention seems appropriate and safe to correct the problem, they should use their best judgment in determining appropriate intervention.

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[1] Examples are age, race, ethnicity, gender, sexual orientation, gender identity or expression, pregnancy, religion, marital status, nationality, political affiliation, ability status, educational background, or any other characteristic protected by law

Reference information:

Ethics:

- LBNL Ethics policy:
  https://commons.lbl.gov/display/rpm2/Ethics+and+Conduct+at+Berkeley+Lab#EthicsandConductatBerkeleyLab-64452698

- FNAL code of business ethics: https://news.fnal.gov/wp-content/uploads/2016/11/fra-code-business-ethics-conduct.pdf

- NHMFL ethics policy (follows APS ethics guidelines):
  https://nationalmaglab.org/images/user_resources/searchable_docs/request_magnet_time/user_policy_confidentiality_ethics.pdf

- BNL ethics policy: https://intranet.bnl.gov/hr/values.php;
  https://intranet.bnl.gov/hr/handbook/01.php

- APS ethics guidelines: https://www.aps.org/policy/statements/19_1.cfm

- ASC2020 code of conduct: https://ascinc.org/asc2020/organization/asc-code-of-conduct/

- DESI Code of Conduct:
  https://desi.lbl.gov/trac/attachment/wiki/PublicPages/DESI_CodeofConduct.v2.pdf

Inclusion, Diversity, Equity, and Accountability (IDEAs)

- LBNL: https://ideas-in-action.lbl.gov
- BNL: https://www.bnl.gov/diversity/
- FNAL: https://diversity.fnal.gov