
1. INTRODUCTION

The LUNZ Hub Leadership team are committed to creating a friendly, safe and respectful place for research, scientific discussion and innovation. All LUNZ Hub Team Members (hereafter Members) are expected to show respect and courtesy to others both inside and outside the LUNZ Hub.

All Members are required to conform to the Code of Conduct. This Code of Conduct applies to all spaces managed by the LUNZ Hub including, but not limited to, project meetings, workshops, email lists, and online forums such as Teams, Google Drive, Slack, and X. We recognise the LUNZ Hub is constituted of individuals from several organisations, many of which have their own Codes of Conduct. The LUNZ Hub Code of Conduct is meant to act in conjunction with those institutional codes and provide specific provisions for the complex cross-institution interactions that may occur within the Hub. The Leadership team may also choose to consider cases or situations that occur outside LUNZ Hub spaces.

In agreeing to participate in the Hub and sign the Consortium Agreement, members accept to abide by the LUNZ Hub Code of Conduct and accept the procedures by which Code of Conduct incidents are resolved. Any form of behaviour to exclude, intimidate, or harass is a violation of the Code of Conduct.

The Leadership team is responsible for enforcing the Code of Conduct.

2. THE CODE OF CONDUCT

The Leadership team is dedicated to providing a welcoming and supportive environment for all people, regardless of background or identity. As such, we do not tolerate behaviour that is disrespectful or that excludes, intimidates, or harasses others. We do not tolerate discrimination or harassment on any grounds.

Workshop hosts are expected to assist with the enforcement of the Code of Conduct. Members are required to accept the procedures by which the Leadership team resolves any Code of Conduct incidents, which may include storage and processing of their personal information. The Leadership team reserves the right to also investigate possible cases where the Code of Conduct has been violated by Members outside LUNZ Hub spaces. The Leadership team may decide that the case should be treated as having happened inside an LUNZ Hub space and to take action against individuals in line with the Code of Conduct.

2.1 Expected behaviour

All Members are expected to show respect and courtesy to others. All interactions should be professional regardless of platform: either online, by telephone or in-person. To foster a positive and professional learning environment, we encourage the following kinds of behaviours in all LUNZ Hub spaces and all interactions about LUNZ Hub:

- Use welcoming and inclusive language
- Be respectful of different viewpoints and experiences
- Gracefully accept constructive criticism
- Focus on what is best for the community

- Show courtesy and respect towards other community members

Also, please see the [Four Social Rules](#) for further recommendations.

2.2 Unacceptable behaviour

Examples of unacceptable behaviour by participants in any LUNZ Hub space include, but are not limited to:

- Written or verbal comments which have the effect of excluding people on the basis of membership of any specific group
- Causing someone to fear for their safety, such as through stalking, following, or intimidation
- Violent threats or language directed against another person
- The display of sexual or violent images
- Unwelcome sexual attention
- Nonconsensual or unwelcome physical contact
- Sustained disruption of talks, events or communications
- Insults or put-downs
- Sexist, racist, homophobic, transphobic, ableist, ageist or exclusionary jokes
- Excessive swearing
- Incitement to violence, suicide, or self-harm
- Continuing to initiate interaction (including photography or recording) with someone after being asked to stop
- Publication of private communication without consent

3. COMPLAINTS PROCEDURES

If you believe someone is violating the Code of Conduct, we ask that you follow one of the three suggested actions below.

If you feel uncomfortable, please don't wait until it gets worse. [This guide](#) may help provide ways to broach the issues with the LUNZ Hub ombudsperson and/or other Leadership team members. Please also see articles on Abuse of Power e.g. [48 Ways Managers Abuse Their Power and Destroy Employee Engagement](#).

There are three mechanisms for dealing with complaints:

1. Seek advice from the relevant lead (eg, EDI and Social Justice Lead, Early Career Board Chair, or WP Lead). Any advice given is to be taken as advice; any actions taken are to be determined solely by the person seeking advice and cannot be attributed to the person providing advice.
2. Seek advice from the Ombudsperson informally and anonymously that can be fed to the Leadership Team as general feedback without formalised procedures to follow. The Leadership Team will decide if further action is needed. These actions might consist of an email reminder to the LUNZ hub team members of the Code of Conduct or team training sessions, for example.
3. File a complaint directly with the Ombudsperson.

If you foresee a potential conflict of interest with one (or more) of the Leadership team, or if you would prefer your complaint to remain verbal (not recorded in any way other than in individual



current Leadership team' memories) then please note this when you register your complaint with the ombudsperson.

It is acceptable to contact a member of the Leadership team to say that you would like to have a call without giving the reasons for the call, and to ask for the entire contents of the conversation to remain confidential. The only situation in which the Leadership team member would violate your wishes to keep the conversation confidential is if they perceive your, or another person's, safety to be at risk e.g. if you seemed suicidal they would try to contact a local responsible person which may include the emergency services.

If you feel uncomfortable, talk to the Ombudsperson or a member of the leadership team that you trust (this can be done formally or informally- please see above section). If you feel afraid of telling someone you trust, then this is generally a sign that there is a serious problem and you need to get help. Remember, it isn't always possible to resolve problems on your own. Unfortunately, the spectrum of human nature includes some extremely difficult people who are capable of making your working life very difficult and negatively impacting your wellbeing. If you find yourself in this situation, you have no reason to feel ashamed, or that you need to or should be able to solve the problem on your own.

The Ombudsperson and the Leadership team are here to help you and will take seriously any violations of the Code of Conduct, and take steps to resolve the situation in a timely way.

3.1 Violations of the Code of Conduct

If a formal complaint is filed, the Complaints committee will handle the complaint. The Complaints committee is made up of the following:

- LUNZ Hub co-Lead (Lee-Ann Sutherland / Heiko Balzter)
- EDI and Social Justice Lead (Angelina Sanderson Bellamy)
- Early Career Board Chair (Anita Lazurko)
- Ombudspeople
- EDI Project Manager (Sophie Constant)

Both sides will have an opportunity to represent themselves. The Complaints committee will make a recommendation of actions to be taken in the matter and refer this to the Leadership team for final decision. If the Complaints committee deems that a Member has violated the Code of Conduct, then they will first consider if the offence can be characterised as a minor or major offence in making their recommendation to the Leadership Team. If the offence is deemed a minor offence, a note describing the violation will be added to a database held in the LUNZ Hub EDI google folder - which will be visible only to LUNZ Hub members and the offender will receive a formal warning.

If the offence is deemed a major offence, the Complaints committee will determine whether the offender should be ejected from the LUNZ Hub Members list or if alternative measures should be taken, such as removal of responsibilities.

In considering the character of the offence the Complaints committee will have regard to any previous formal complaints recorded against the Member concerned.

3.2 Appeals process

An appeal against final decisions can be made based on the following two grounds:



1. There is some information that was not fully considered in the original process. This information would have to be identified by the person bringing the appeal.
2. The complaints committee did not act according to the Code of Conduct and the actions laid out therein.

The appeal will be reviewed by Human Resources at the James Hutton Institute. All decisions made will be final.

3.3 Ejection from LUNZ Hub

If the Leadership team decides to eject someone from the Members' list, they will inform the ejected person at the same time as notifying all Members, and remove access to all LUNZ Hub resources, including Teams and google docs.

The Complaints committee understands that taking action against an aggressor could itself cause problems for the victim. The Complaints committee will consider this when deciding how to act, and will consult with the victim(s) if this is a concern.

4. PROCESS FOR UPDATING THE CODE OF CONDUCT

This Code of Conduct is a living document, which is the responsibility of the Leadership team. The Code of Conduct lives in the LUNZ Hub google drive and Teams site and we welcome suggestions on how it might be updated and improved. Proposed revisions will be considered by the Leadership team. Before they are put into practice, they will be emailed to the Members with a period of two weeks for feedback. If no objections are raised, the new Code of Conduct will replace the old one. If there are complaints, the Leadership team will review the issues raised and decide whether (i) to continue with the updated version of the Code of Conduct, (ii) keep the old version or (iii) begin the process of drafting a new version.

CREDITS

This Code of Conduct is based on the [SkyPy Code of Conduct](#), which itself borrows heavily from the [Carpentries Code of Conduct](#).

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