

ICE-CSIC Code of Conduct¹

Overview and Purpose

We at the Institute of Space Sciences (Instituto de Ciencias del Espacio, ICE-CSIC) seek to foster an environment where all members are supported as individuals and as scientists, regardless of age, race, ethnicity, religion, gender identity or expression, sexual orientation, and disability status. In doing so, we aim to create a diverse and inclusive community that works and supports each other to educate and advance scientific inquiry.

This Code of Conduct (CoC) establishes guidelines to ensure that professional, constructive and productive interactions can be performed on the basis of mutual trust, respect, and integrity, free from harassment. It applies to all permanent staff, researchers, engineers, and students, as well as visitors, affiliates and contractors who join our community temporarily. It is implicit that all members of the ICE-CSIC community have read this CoC and agree to abide by its terms while engaging in their professional activities, whether at the ICE-CSIC premises, representing the institute elsewhere or online.

Best Practices

ICE-CSIC members adhere to the following in their professional interactions:

Respect and support institute members

- Be courteous in our interactions
- Clearly distinguish scientific comments from harmful judgement based on personal views
- Allow colleagues to voice their ideas and professional opinions
- Respect the physical and personal boundaries of your colleagues
- Be aware of power differentials, and act to empower individuals in junior positions to share their ideas, opinions and further their careers.

¹ This document has been inspired by the Code of Conducts of the [Physics Department](#) at Princeton University, the [International Astronomical Union](#), the [Royal Astronomical Society](#) and [Astrobites](#).

- Promote equity amongst colleagues and trainees regarding access to opportunities, including networking in a social context
- Only provide feedback that is constructive and aims to create positive discussion
- Provide an environment where all reports of code of conduct violations will be taken seriously
- Conduct your scientific activities with integrity (e.g., respect the free inquiry of others, give proper acknowledgement or credit, do not plagiarize, falsify or fabricate results, etc.)

Commit to openness

- Be receptive to discussions of ways to improve our work environment and work relationships
- Challenge our own assumptions about people and the sources of those assumptions
- Take it upon ourselves to eliminate particular challenges or barriers to success that colleagues may face as members of underrepresented groups
- Do not engage in any kind of retaliation against others

Take initiative

- Intervene when others are exhibiting conduct unbecoming of a community member
- Speak up when colleagues are disrespectful of a group or class of people, even when members of that group are not present
- Seek opportunities for education/training on diversity, inclusivity, reporting, and bystander intervention techniques, and encourage others to do the same

Unacceptable Behaviours

Bullying and harassment are not tolerated in any form within the ICE-CSIC community and related activities. The following defines what we consider as bullying and harassment and provides a (non-exhaustive) list of examples:

Bullying

Behaviours from a person or group of people that are offensive, intimidating, malicious, humiliating or deriding and can cause physical, social, psychological or professional harm or distress to others. It also includes behaviours that can lead to the social exclusion of individuals

in a professional context or negatively impact their work. Retaliation against those who raise ethical concerns or non-compliance is also considered as a form of bullying and not tolerated.

Examples of bullying include (but are not limited to):

- Verbal bullying, such as belittling, ridiculing, threatening, slandering, or insulting a person, making abusive or offensive remarks, undermining someone's work, or persistent criticism
- Social (covert) bullying, such as excluding an individual or group from projects/collaborations or social events/functions, damaging the social reputation or social acceptance of others, silencing someone in front of others, deliberately giving someone a heavier workload than everyone else, denying someone training or promotion opportunities
- Physical bullying, such as yelling, poking, shoving, spitting, assaulting, slamming or throwing of objects, tampering or damaging the workspace or property of others, as well as nonverbal threatening gestures or antagonistic body language

Harassment

Unwanted conduct (including bullying and victimisation) based on factors such as ethnic origin, religion, citizenship, language, political or other opinions, sex, gender identity and expression, sexual orientation, disability, or age with the aim of violating an individual's dignity and/or creating an intimidating, abusive hostile, degrading, humiliating or offensive environment for that individual.

Examples of harassment include (but are not limited to):

- Verbal harassment, such as offensive or unwanted comments, including epithets, slurs, teasing, and stereotyping
- Non-verbal harassment, such as obscene gestures, the distribution, display, or discussion of inappropriate written or graphic material or material that ridicules, denigrates, insults, belittles, or shows hostility or disrespect toward an individual or group.
- Sexual harassment that is sexual in nature or based on gender, such as unwanted sexual advances or requests for sexual favours, sexually- or gender-oriented comments/jokes/innuendoes, unrequested physical contact, the distribution/display/discussion of sexually oriented material, initiating inappropriate discussions on sexual topics, stalking and cyberstalking.

Reporting violations and resources

The Institute of Space Sciences values the initiative of its members who identify and speak up about potential problems. To this end, we strongly encourage members of our community to report suspected violations of this CoC and/or CSIC policy. To report a violation, individuals may use any of the following resources:

- Contact ICE-CSIC's equity committee using the email address ice-equity@ice.csic.es (only the committee members will see the email content) or individual committee members. Current members can be found at <https://www.ice.csic.es/about-us/equity-at-ice-csic>.
- Contact ICE-CSIC's director and/or deputy-director
- Access CSIC's equity relevant information on the CSIC intranet under <https://intranet.csic.es/igualdad>. Details of the harassment reporting procedure are highlighted under bullet point six: Protocolo de prevención e intervención frente al acoso sexual y al acoso por razón de sexo en el CSIC. Specifically the second (in Spanish) and third (in English) PDF documents contain the detailed description of the complaint procedure and the relevant form that needs to be completed (see Annex I) to initiate a complaint.

This Code of Conduct will be reviewed and updated periodically.