SAFS Code of Conduct
This **Code of Conduct** is a summary of the professional and ethical values held by the greater SAFS community.

The **University of Washington** has established standards for conduct and expectations for appropriate behavior for all groups.

If there is an emergency, call 911 or SafeCampus – 206-685-7233 (https://www.washington.edu/safecampus/).
Incident

Diversity Specialist

Undergraduate students: Undergraduate Adviser

Graduate students: Graduate Adviser, Peer Mentoring Program

Staff: Colleague, SAFS Administrator

Faculty: Peer Mentor, SAFS Director

Graduate students and Faculty: SAFS Associate Director

Is it an emergency?

Yes → Call 911

No → Unsure

Do you want to talk with someone?

Yes, officially report → Call UW SafeCampus

Yes, talk with someone for support → SAFS, Call UW SafeCampus

Confidential Resources at SafeCampus

College of the Environment Grievance Guidelines

Read more at:

No, officially report → SAFS HR Manager, UCIRO, Ombud, UW Academic HR, CoEnv HR, Title IX Office

Yes, talk with someone for support → SAFS, Call UW SafeCampus

Confidential Resources at SafeCampus

College of the Environment Grievance Guidelines

Read more at:
Our mission at the School of Aquatic and Fishery Sciences (SAFS) is to excel in providing multidisciplinary and experiential learning for undergraduate and graduate students interested in aquatic environments, to conduct groundbreaking research on topics pertinent to understanding and managing these environments, and to communicate our findings to regional, national, and international audiences.

**SAFS Equity & Inclusion Mission Statement**

The School of Aquatic and Fisheries Sciences (SAFS) values the strengths and professional experience that students, faculty, staff, and postdoctoral scholars bring to our community. We are committed to providing an excellent education to all of our students, regardless of their race, gender, class, nationality, physical ability, religion, age, or sexual orientation. We are proud of the different roles that our students, staff, postdocs, and faculty play in the community of the School and the College of the Environment. We also recognize that science is richer and the SAFS community is more vibrant when a diverse group of people participate in research.

As a community engaged in education and research, we have responsibilities to students, stakeholders, funding agencies, and the broader UW to honor our mission by upholding the values contained within this Code of Conduct.
What is the Code of Conduct?

This **Code of Conduct** is a summary of the professional and ethical values held by the greater SAFS community. This document was informed by community discussion and our ongoing learning experiences.

Rather than present a list of unacceptable behaviors, we have chosen to highlight the positive ways in which our community is expected to support each other. This document is not intended to be a decision tree for action against an offense or an anonymous reporting tool.

Each topic has a dedicated page where you can find a SAFS value statement, resources, trainings, and UW policies. Our intent is that this Code of Conduct will be a living document that will be regularly reviewed and revised to reflect changes in policies and training availability at the request of the community.

This code applies to activities and events both on and off campus, within the scope of UW SAFS facilities, such as labs and field sites, and when a community member is representing UW SAFS, for example, at a conference.

These expectations do not supersede the rights and responsibilities accorded by University of Washington codes and policies but, rather, are meant to support them.

The **University of Washington** has established standards for conduct and expectations for appropriate behavior for the whole community. In addition, the **Faculty Code**, the **Student Conduct Code**, the **ASE Union Contract**, and the **Postdoctoral Union Contract** set forth expectations for behavior and methods for resolving allegations of misconduct.

At the time of writing, there is no UW Staff Code or union contract.

**SAFS leadership will abide by and uphold these standards. However, SAFS leadership will also uphold the principles of due process and in certain circumstances, it may not be possible to disclose the process and outcomes for legal reasons.**
Who needs to follow the SAFS Code of Conduct?

If you are representing the School of Aquatic and Fishery Sciences in any way, this Code of Conduct applies to you.

Every member of the SAFS community has the right to learn and work in an environment characterized by collective civility and respect for one another's strengths, experience, and diversity. Likewise, all members have a right to a community free from bullying, discrimination, harassment, sexual misconduct, and violence. This Code is designed to promote trust, respect, communication, and collaboration among the members of the SAFS community.

The SAFS community includes faculty, postdoctoral scholars, staff, students, and volunteers in SAFS-affiliated majors, minors, and programs, as well as faculty, postdocs, staff, students, and volunteers from other units participating in SAFS-affiliated activities.

Members of the SAFS community are expected to follow all federal and state laws and all University of Washington policies and procedures and to behave according to the values detailed within the SAFS Code of Conduct.
The intention of this living document is to serve SAFS community members from all backgrounds and perspectives, to address learning needs both in and out of classrooms, and to honor the diversity that members bring to this School as a resource, strength, and benefit. We intend to identify and present core values and resources that are respectful of diversity, are equitable, and that create an inclusive atmosphere. This applies to all people, independent of their gender, sexual orientation, disability, age, socioeconomic status, ethnicity, race, culture, religion, national origin, veteran status, perspective, and other background characteristics.

We acknowledge that it is possible that there may be both overt and covert biases in the material provided within this document due to the lens with which it was written. Like our broader society, the constituents of our School are involved in the ongoing process of learning about diverse perspectives and identities. Your suggestions about how to improve the value of diversity in our School are encouraged and appreciated. Please see the Reporting Resources section for submitting feedback to the School.
UW SAFS holds itself and its community members to the guiding values in our Code of Conduct.

DIVERSITY, EQUITY AND INCLUSION
SAFS values and celebrates the strengths that students, faculty, postdoctoral scholars, and staff bring to our community. We recognize that science is richer and the SAFS community is more vibrant when people with diverse backgrounds and viewpoints participate.

SEXUAL MISCONDUCT AND GENDER-BASED DISCRIMINATION
SAFS does not tolerate sexual or gender-based harassment, discrimination, or assault of any form. SAFS supports behaviors that build trust among our community members, encourage creativity and expression, and treat all with professionalism and dignity.

PROFESSIONAL RELATIONSHIPS
SAFS promotes professional and ethical conduct that support fairness, good faith, accuracy, integrity and respect in our professional relationships.

WORKPLACE HEALTH AND SAFETY
SAFS is committed to providing an environment that supports the physical and mental well-being of all members of our community across our diverse workplaces, from campus spaces to field stations.
SAFS values and celebrates the strengths that students, faculty, postdoctoral scholars, and staff bring to our community. We recognize that science is richer and the SAFS community is more vibrant when people with diverse backgrounds and viewpoints participate.

**OUR GOALS, OUR RESPONSIBILITIES**

*Create a welcoming and supportive environment* that is equitable, accessible, encouraging, respectful, and free of harassment for all members of our community

*Promote full representation* of our students, faculty, postdoctoral scholars, and staff through recruitment and retention

*Develop strategies for an inclusive education and working environment* that serves diverse constituents, as well as our profession

SAFS *does not tolerate* discriminatory behaviors or practices that compromise our pursuit of inclusion. Discrimination, harassment, or retaliation against any member of the UW community is strictly prohibited at UW.
SAFS supports behaviors that build trust among our community members, encourage creativity and expression, and treat all with professionalism and dignity. SAFS does not tolerate sexual or gender-based harassment, discrimination, or assault of any form.

**OUR GOALS, OUR RESPONSIBILITIES**

*Safeguard the well-being* of all community members  
*Reinforce* appropriate and professional behavior  
*Promote respect* for the rights of all community members  
*Foster* personal, professional, and academic growth

Sexual or gender-based harassment in any form is strictly prohibited at the University of Washington and **will not be tolerated** at SAFS.

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**TRAINING**
- UW SafeCampus
- EPIC (for students)
- UW Women’s Center
- UW Compliance Services videos
- Professional & Organizational Development (POD)

**UW POLICIES**
- UW Title IX
- Executive Orders 31, 51, 70
- Student Governance & Policies, Chapter 210
- Student Code of Conduct WAC, Chapter 478-121
- Sexual Misconduct Disclosure Academic Personnel, Staff & Graduate Students

**RESOURCES**
- **Call 911** if you are in immediate danger  
- UW SafeCampus  
- SAFS Anonymous Reporting Tool  
- UW Confidential Advocates  
- College of the Environment Bias Incident Reporting Tool  
- UW Transgender Resources  
- UW Office of Registrar FAQ on Pronouns
SAFS promotes professional and ethical conduct that supports fairness, good faith, accuracy, integrity, and respect in our professional relationships.

**OUR GOALS, OUR RESPONSIBILITIES**

*Foster inclusive professional relationships* that promote intellectual and topical diversity and creativity in all its forms, as outlined by the SAFS E&I Committee/Strategic Plan

*Promote appropriate and ethical academic and professional workplace standards* by developing clear guidelines for our community

*Explicitly recognize the inherent power structure* in relationships, and thus provide conflict management resources to aid in navigating power differentials and resolving interpersonal conflicts

*Promote ethical academic conduct* in performing, reporting, and reviewing research and scholarship

*Develop trust and respect* in interactions with our colleagues, research sponsors, donors, and external collaborators and partners

*Promote environments that encourage the full inclusion* of diverse perspectives that contribute to creative and collaborative endeavors

**TRAINING**

- UW SafeCampus Courses
- UW Center for Teaching and Learning
- Professional & Organizational Development (POD)

**UW POLICIES**

- UW Faculty Code
- UW Student Academic Code
- UW Student Governance
- UW Human Resources Guidance
- Executive Orders 8, 32, 36, 54, 61

**RESOURCES**

- SAFS Student/Advisor Annual Review
- SAFS Hiring Tool
- UW Complaint Resolution Pathways
- UW Compliance Services
- UCIRO
- UW CoMotion Intellectual Property Guide
- SAFS E&I Strategic Plan
SAFS is committed to providing an environment that supports the physical and mental well-being of all members of our community across our diverse workplaces, from campus spaces to field stations, and following and upholding established safety protocols.

**OUR GOALS, OUR RESPONSIBILITIES**

*Provide a safe and healthy work environment,* prioritizing the well-being of each individual or group; physical, mental, and psychological safety is critical to our success

*Prioritize and promote* health and safety preparedness among our community members

*Provide access* to appropriate safety orientations, training, and personal protective equipment

*Establish best practices* for our working environments through documentation, discussion, and standard operating procedures

*Promote a strong culture of safety* by supporting and following accident prevention measures and established UW protocols for reporting all safety concerns, accidents, and near-misses

**PLANNING**

Earth and Space Sciences Field Course/Trip Guidelines
Friday Harbor Labs Standards of Conduct

**TRAINING**

UW SafeCampus: Violence Prevention, Building Healthy Workspaces, EPIC
UW EH&S Training
UW Fleet Services
UW IACUC Training

**UW POLICIES**

Administrative Policy Statements, Section 10
Executive Orders 53, 55
UW Environmental Health & Safety (EH&S)
UW Academic HR
EH&S Lab Safety Manual

**RESOURCES**

*Call 911* if you are in immediate danger
UW SafeCampus
EH&S Reporting an Injury or Concern
EH&S Field Operations Safety Manual
EH&S Lab Safety Manual
If you encounter or suspect incidents of bias, you are encouraged to file a report, which will be reviewed by the UW’s Bias Incident Advisory Committee. Whenever possible, bias reports will be reviewed within two to four business days. Possible outcomes to reports are listed on the reporting tool webpage.

SafeCampus is the University of Washington’s violence-prevention and response Program. SAFS supports students, staff, faculty, postdoctoral scholars, and community members in preventing violence. Call SafeCampus anytime—no matter where you work or study—to anonymously discuss safety and well-being concerns for yourself or others.

Serves the entire University of Washington community by providing a collaborative and confidential environment to discuss a plan for preventing, managing, and resolving conflict at UW.

This reporting tool is for non-emergency incidents that occur on University of Washington-owned or leased property that involve University students, staff, postdocs, faculty, other personnel, or visitors.
UNIVERSITY COMPLAINT INVESTIGATION AND RESOLUTION OFFICE (UCIRO)
https://www.washington.edu/compliance/UCIRO/
The University Complaint Investigation and Resolution Office (UCIRO) investigates complaints that a University employee has violated the University’s non-discrimination and/or non-retaliation policies. A UCIRO investigation may be requested either by an individual with a complaint about a University employee or by the administrative head of a University organization.

SAFS ANONYMOUS REPORTING TOOL  https://forms.gle/mmRmT1GTkNwaoF198
Monitored by the Graduate Program Adviser and the Graduate Program Coordinator.
The Graduate Program Adviser is a member of the SAFS administrative staff whose responsibilities include: advising and supporting graduate students and working with the Graduate Program Coordinator to comply with SAFS and UW policies. The Graduate Program Coordinator is a senior tenured member of the SAFS graduate faculty whose responsibilities include: maintaining familiarity with policies and procedures of the Graduate School and coordinating graduate activities within SAFS.
How Did We Get Here?
A Brief History

In September 2017, a graduate student town hall meeting provided an opportunity for graduate students to give feedback to the Graduate Program Coordinator. Students were seeking a way to define and create a professional and safe work environment and to implement a reporting and accountability system. After the meeting, students wrote a letter to SAFS leadership encouraging changes to workplace conduct and included an appendix summarizing research on workplace conduct and misconduct.

The Graduate Program Coordinator and the Graduate Program Adviser brought this feedback to the SAFS Director. They also extended an invitation to the entire SAFS community to attend an All Hands Meeting in February 2018. A planning committee, consisting of representatives from all peer groups (i.e., undergraduate and graduate students, research and administrative staff, postdoctoral researchers, and faculty) solicited feedback from the SAFS community and drafted the meeting agenda and resulting group discussions. During the All Hands Meeting, the Graduate Program Coordinator summarized the work that had led to the meeting and facilitated peer group discussions, which identified and categorized the workplace issues most important to the community.

After the All Hands Meeting, the planning committee created a team of four co-leads (based on a list of nominations) to represent each of the SAFS peer groups and to guide the development of a SAFS Code of Conduct.

To that end, the SAFS 360 committee was formed, and we have combined our efforts to bring you this Code of Conduct. The intent is to provide a cultural framework and discussion document to enable and ensure fair and equitable treatment for all members of the SAFS community. This document is not intended to be a decision tree for action against an offense or an anonymous reporting tool.
**Academic misconduct** – As defined in the UW Student Governance Policy, Chapter 209 Section 7.C, academic misconduct includes cheating, falsification, plagiarism, unauthorized collaboration engaging in prohibited behavior, submitting the same work for separate courses without the permission of the instructor(s), taking deliberate action to destroy or damage another person’s academic work, and recording and/or disseminating instructional content without the permission of the instructor (unless approved as a disability accommodation).

**Title IX** – Title IX of the Education Amendments of 1972 is a federal law that states: “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.” Title IX, Washington State law, and University of Washington policy prohibit discrimination based on sex, sexual orientation, gender, gender expression, pregnant or parenting status, and LGBTQ (lesbian, gay, bisexual, transgender, queer) identity.

**Ally** – Someone who supports a group other than one's own (in terms of multiple identities such as race, gender, age, ethnicity, sexual orientation, religion, etc.). An ally acknowledges oppression and actively commits to reducing their own complicity, investing in strengthening their own knowledge and awareness of oppression.

**Behavioral conduct** – Interactions by or among members of the community that may positively or negatively affect the community.

**Bystander** – A person who is present at an event or incident but does not take part.

—continued on next slide
**Conflicts of interest** – A situation in which the concerns or aims of two different parties are incompatible; a set of circumstances that creates a risk that professional judgment or actions regarding a primary interest will be unduly influenced by a secondary interest; a situation that arises when a party has competing interests or loyalties because of their duties to more than one person or organization.

**Data Sharing** – The practice of making data used for scholarly research available to other investigators.

**Diversity, Equity, and Inclusion** *(Partially sourced from Glossary of DEI Terms maintained by UW College of the Environment)*

- **Diversity** – Socially, it refers to the wide range of identities. This includes, but is not limited to, race, color, ethnicity, nationality, religion, socioeconomic status, veteran status, education, marital status, language, age, gender, gender expression, gender identity, sexual orientation, mental or physical ability, genetic information, and learning styles; may also include ideas, perspectives, and values.

- **Equity** – The guarantee of fair treatment, access, opportunity, and advancement for all while striving to identify and eliminate barriers that have prevented the full participation of some groups. The principle of equity acknowledges that there are historically underserved and underrepresented populations and that fairness regarding these unbalanced conditions is needed to assist equality in the provision of effective opportunities to all groups.

- **Inclusion** – The act of creating environments in which any individual or group can be and feel welcomed, respected, supported, and valued as a fully participating member. An inclusive and welcoming climate embraces differences and offers respect in words and actions for all people.
**Harassment** *(sourced from SafeCampus)* – Harassment is unwelcome conduct directed at a person because of their identity. The conduct can range from annoying to violent. Sometimes harassment is severe, persistent, or pervasive enough to create an intimidating, hostile, or offensive work or learning environment; it can interfere with an individual’s work or academic performance. Harassment can happen in person, by telephone, or online. Harassers can be students, co-workers, supervisors, current or former intimate partners, family members, acquaintances, or strangers. Harassment affects people of all races, genders, sexual orientations, social classes, ages, and abilities.

**Intellectual Property** – Intellectual property is a category of property that includes intangible creations of the human intellect. The most well-known types are copyrights, patents, trademarks, and trade secrets.

**Mentorship** – a relationship in which a more experienced or more knowledgeable person helps to guide a less experienced or less knowledgeable person; more than an adviser, a mentor can provide wisdom, technical knowledge, assistance, support, empathy, and respect.

**Microaggression** – the everyday verbal, nonverbal, and environmental slights, snubs, or insults that communicate hostile, derogatory, or negative messages to target persons based solely upon their group membership. These messages may invalidate the group identity or experiential reality of targets, marginalize or demean them on a personal or group level, communicate they are lesser human beings, suggest they do not belong, threaten and intimidate, or relegate them to inferior status and treatment. Microaggressions are less overt and are often related to discrimination, harassment, or bullying, but may also occur in well-intentioned individuals who are unaware that they have engaged in an offensive act or made an offensive statement.
Professional Relationships – relationships forged in the service or pursuit of academic, employment, or professional goals

Sexual Harassment (sourced from SafeCampus) – Sexual harassment is unwelcome sexual advances, requests for sexual favors, or other unwelcome verbal or physical conduct of a sexual nature. Sexual harassment can include gender discrimination, which conveys hostility, exclusion, or second-class status about members of a gender. Sexual harassers can be students, co-workers, supervisors, current or former intimate partners, family members, acquaintances, or strangers. Sexual harassment affects people of all races, genders, sexual orientations, social classes, ages, and abilities.

Sexual Misconduct – includes sexual assault, relationship violence, domestic violence, stalking, sexual harassment, sexual exploitation, and related retaliation; affects people of all genders, sexual orientations, races, religions, abilities, and socioeconomic statuses. These behaviors are explicitly prohibited as described in UW Executive Orders No. 31 and No. 51.

Undocumented Student – Students are considered undocumented if they are not legal permanent residents and do not possess a current green card, visa, or other form of legal documentation. The undocumented student population across the United States, Washington, and our own University of Washington, is diverse and embodies multiple identities, cultures, and countries of origin.
**Definitions**

- **Upstander** – A person who speaks or acts in support of an individual or cause, particularly someone who intervenes on behalf of a person being harassed, attacked, bullied, or otherwise experiencing harmful treatment.

- **Work Environment** – Encompasses all working spaces occupied by the UW SAFS community, including buildings, offices, laboratories, field stations, and field sites, as well as all academic learning environments (classroom, laboratory, field, library, etc). This includes all spaces where SAFS is represented, including online, at conferences, etc.

- **Workplace Safety** – refers to the learning and working environment at UW SAFS and all factors that impact the safety, mental/physical/social health, and well-being of faculty, postdoctoral researchers, staff, students, and visitors.