

# PANGEA

## Community Guidelines

**Welcome to the Tropical Forest Scoping community! To ensure an inclusive and equitable environment for all members, we have established a set of guidelines to be followed at all times during the Tropical Forest Scoping effort, including at workshops, during webinars, and when using email, Slack, and other modes of communication. These guidelines are designed to promote respect and collaboration among community members. By adhering to these guidelines, we aim to create a welcoming space where everyone can thrive.**

## Code of Conduct

### Expectations

We recognize the right of all members of the Tropical Forest Scoping community to work in an environment that is safe and free from discrimination and harassment. Discrimination on the basis of age, color, disability, gender, gender expression, gender identity, genetic information, national origin, citizenship status, race, religion, sex, sexual orientation, or veteran status is illegal in the US, and unacceptable to us. We are committed to contributing—through our science and actions—to a more equitable society.

We additionally acknowledge that each person coming to this space is on a journey of learning and discovery about themselves as a scientist and person. With a [growth mindset](#), we can learn and grow together which will make us better scientists. Because this is hard work, we have laid out a set of guidelines for how to go about being a member of the Tropical Forest Scoping community.

There are some aspects of these Community Guidelines that are non-negotiable and reflect the values of [UCLA](#) and [NASA](#). **Discrimination, harassment, sexual assault or sexual violence, interpersonal (relationship) violence, sexual exploitation, stalking, retaliation, and a lack of scientific integrity will not be tolerated.**

**Evidence of these behaviors will be grounds for expulsion from the Tropical Forest Scoping effort and appropriate university-level and/or NASA actions will be pursued.** This can be found in the section on “prohibited behaviors.”

Other aspects of these Community Guidelines are here in an effort to help us articulate, imagine, and cultivate a shared culture for a positive and inclusive research and academic environment. We also believe that articulating our values and accountabilities to one another provides us with clear avenues to correct our culture should it stray. This can be found under ‘encouraged behaviors’. **We commit to enforcing and evolving this code as our team grows. We require everyone involved in the Tropical Forest Scoping effort to abide by these Community Guidelines** – including, but not limited to, the Leadership Team, Working Group leaders and participants, workshop participants, webinar attendees, researchers, postdoctoral scholars, graduate students, staff, undergraduate students, and volunteers. This code of conduct applies in any setting associated with the Tropical Forest Scoping, including workshops, conferences, phone calls, video conferences, emails, chats, social media posts, blogs, or in any other form of online communication.

Community members are strongly encouraged to review additional anti-racism resources listed at the following website: <https://diversity.universityofcalifornia.edu/anti-racism-resources/additional-resources.html>

## Prohibited Behaviors

This description reflects (and does not supersede) the official [UCLA Discrimination, Harassment, and Affirmative Action in the Workplace Policy](#) or the [NASA Anti-Harassment Policy and Procedures](#). Violations of either policy will be reported directly to the [UCLA Campus Human Resources](#), the [UCLA Civil Rights Office](#), or through the [NASA Equal Employment Opportunity Complaint Process](#).

These policies pertain to the following prohibited behaviors:

**Discrimination:** Treating a person differently than others based on that person’s age, color, disability, gender, gender expression, gender identity, genetic information, national origin, citizenship status, race, religion, sex, sexual orientation, and/or veteran status.

**Harassment:** A type of discrimination that happens when verbal, physical, electronic, or other behavior based on a person’s identity or identities interferes with that individual’s

participation in lab activities and/or creates an environment that is hostile, intimidating, or abusive.

Below we have listed examples of harassment behaviors that are prohibited. This list is not comprehensive with regard to actions or types of harassment.

**Race or color-based harassment:**

- Jokes, innuendos, racial slurs, offensive or derogatory remarks based on a person's color or perceived race.
- Physical conduct (e.g., excessive monitoring) based on a person's color or perceived race.
- Include electronic conduct (e.g., the creation, display, or distribution of racially offensive text, symbols, or images) based on a person's color or perceived race.

**Sexual or gender-based harassment:**

- Unwelcome sexual advances, requests for sexual favors, and other verbal, physical, or electronic conduct of a sexual nature that creates a hostile, intimidating, or abusive environment
- Verbal, physical, or electronic conduct based on a person's sex, gender, sexual orientation, or sex stereotyping that creates a hostile, intimidating, or abusive environment (even if acts do not involve conduct of a sexual nature)
- Intentionally and repeatedly ignoring someone's pronouns.

***Harassment and discrimination may also occur as a function of intersectional identities (e.g., disability and race). These forms of harassment and discrimination are also prohibited under the policies outlined above.***

**Complicity:** Knowingly aiding, assisting, promoting, or encouraging another person through your actions to commit an act of conduct that is prohibited by this Policy.

**Retaliation:** Acts or words taken (e.g., intimidation, threats, coercion, or unfavorable employment or educational actions) against a person because the person participated in good faith in:

- The reporting, investigation, or resolution of an alleged violation of the Policy
- Opposing rules, practices, or actions that the person reasonably believes are in violation of the Policy

- Requesting accommodations on the basis of religion or disability

**Research misconduct:** As stated in [UCLA's policy on research misconduct](#): *"The University Policy defines research misconduct as fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results:*

- *Fabrication is making up data or results and recording or reporting them.*
- *Falsification is manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented in the research record.*
- *Plagiarism is the appropriation of another person's ideas, processes, results, or words without giving appropriate credit.*
- *Research misconduct does not include honest errors or differences of opinion.*

*Anyone may report, either orally or in writing, suspected Research Misconduct against one or more persons. Such Allegations should be reported to the Research Integrity Officer (RIO). If an Allegation is received by another University administrator, it should be promptly reported to the RIO."*

**Research misconduct.** For example:

- Plagiarism or use of material published or unpublished, in print, online, or personally communicated without the permission and crediting of the original author.
- Intentionally changing, misrepresenting, or biasing research data during data collection or analysis.

We highly encourage individuals to report violations of this code of conduct to the appropriate authorities and to our PI, Dr. Elsa Ordway ([elsaordway@ucla.edu](mailto:elsaordway@ucla.edu)).

Research misconduct should be reported to the research integrity officer. At UCLA, the [Vice Chancellor for Research and Creative Activities \(VCR\), Roger Wakimoto](#), serves as the RIO, except that the Vice Chancellor, Academic Personnel will serve instead if, in a particular Research Misconduct Proceeding, the VCR has a conflict of interest or is unavailable.

**In many cases, you may be unsure if what you have witnessed or experienced should be reported. In that case, you can speak with the [UCLA Ombuds office](#).**

[The UCLA Office of Ombuds Services](#) is a place where members of the UCLA community—students, faculty, staff, and administrators—can go for assistance in resolving conflicts, disputes or complaints on an informal basis. In order to afford visitors the greatest freedom in using its services, the Office is independent, neutral, and confidential.

[The NASA Ombuds Program](#) is an informal, independent, confidential, and neutral means of communicating and facilitating the resolution of safety, organizational performance, and mission-related issues without fear of retaliation. All NASA Centers and the Jet Propulsion Laboratory have Ombuds who will listen to an employee's issues, explore options, and weigh the pros and cons of various options for resolution. The Ombuds reports to the Center Heads at each site.

**In addition, there are many other resources at UCLA, here are a few:**

[UCLA Whistleblower Hotline](#) is an anonymous reporting hotline where people can report violations of federal or state laws or regulations, serious or substantial violations of University policy, economically wasteful activities, gross misconduct, gross incompetence, gross inefficiency, and conditions that threaten the health or safety of employees or the public.

[Office of Dean of Students:](#) Students who feel they have been harassed or discriminated against due to a protected status are encouraged to meet with the Office of the Dean of Students and formally report their concerns.

[UCLA Title IX Office](#) handles student, employee, and visitor reports of discrimination and harassment based on age, color, disability, genetic information, national origin, race, religion, sex (including gender, gender expression, or gender identity), sexual orientation, and veteran status. This includes reports of sexual misconduct, including sexual harassment and sexual violence. Their office also handles reports of relationship violence and stalking.

[UCLA LGBTQ Center](#): Allows you to complete a Harassment or Assault Report Form if you have experienced threats, discrimination, or harassment due to your sexual orientation, gender identity, or gender expression.

## Expected Behaviors

Research within the Tropical Forest Scoping community is based on the premise that individual differences are important and have meaningful implications for human psychology. It is important that our actions reflect this basic assumption. As such, we believe it is important to support diversity and anti-racism initiatives within the Tropical Forest Scoping community and within the larger research community. To actively engage in anti-racist pro-equity practices, it is important for all community members to:

- Have and demonstrate respect for all persons. This includes:
  - Respecting persons when discussing them when they are not present as well as in group settings
  - Identifying when your own experience of privilege leads you to make assumptions or take up more 'space' than needed.
  - Engage in, learn about, and practice cultural humility when interacting with fellow lab members, research subjects, and the public.
- Be receptive to feedback when it is pointed out that we have engaged in a [microaggression](#).
- Educate ourselves about equity, diversity, and inclusion in STEM and beyond, including justice and systemic discrimination against marginalized communities.
- Listen to and uplift voices, especially those from marginalized communities, even when they challenge our assumptions and make us uncomfortable.
- Speak out and push for change when we see microaggressions or institutional policies that disadvantage marginalized communities – both within our scoping community and within the larger research community.
- Make space and time for our community members to take care of themselves and their peers, and continue to provide financial, career, and other support while they do so.
- Prioritize contributing services to organizations that promote the success and well-being of our communities, including marginalized communities in STEM or in the larger community.
- Support students to achieve their personal and career goals, especially those from underrepresented groups who are interested in participating in science by providing tools and resources that we think might be helpful.
- Directly and openly discuss societal inequities while expressing opinions in a respectful way.

- “Calling in” respectfully and directly addressing microaggressions, offensive comments, and lack of appropriate pronoun use.

*The burden of engaging in anti-racist practices historically falls to members of marginalized groups. We encourage all community members, especially those with privileged identities, to make changes and adopt these actions as expected responsibilities. This will be easier if you listen to and learn from your peers, mentees, and mentors and if you stay centered with a growth mindset. No one knows everything at once, keep your eyes, ears, and minds open.*

## **What if you experience or witness someone violate this code of conduct?**

### **What you can expect others to do**

**The PI** (Dr. Elsa Ordway) and/or the **leadership team** can be expected to take action if they are told about or witness a violation of the Community Guidelines. If the violation is in the form of the presence of prohibited behavior, typical university-level procedures at UCLA and/or NASA will be applied as outlined in the Prohibited Behaviors section above. If the violation is in the form of a consistent lack of engagement in encouraged behaviors, the leadership team and/or the PI will engage directly with the community member and/or directly address behaviors/attitudes in community meetings, through engagement with scientific readings or talks, trainings, and through group conversations.

**If you observe harassment or discrimination.** We encourage [bystander interventions](#). If you witness someone else being discriminated against or harassed or there are many ways to intervene. Remember these 4 D's: **direct, distract, delegate, delay**. If you feel safe doing so, it can be valuable to step in and confront the harasser (**direct**). However, don't assume that you *have* to confront the harasser directly, or in the moment if you feel that doing so may put you or the person experiencing harassment in danger. In these cases, consider taking the more indirect route of speaking directly with the person being harassed – You can ask if they need help or even just make small talk (**distract**). If you don't feel safe intervening at all, recruit help from someone in a position of authority (**delegate**). Once the incident is over, check in with the person who was harassed and ask them what they need (**delay**).

**In addition, you should report harassment, discrimination, or scientific misconduct to the appropriate bodies as described above. If you need help in**

**reporting Dr. Ordway or a peer can help you or in many cases, make the report for you.**

**If you observe microaggressions or disrespectful behavior.** You are encouraged to [‘call in’](#) your colleagues who are exhibiting disrespectful behavior (e.g., reminding colleagues of an individual’s pronouns, pointing out when a comment sounded offensive or could be experienced as a microaggression). Additionally, while addressing something at the moment is ideal, take time to check in with the person that was aggressed and see what actionable steps they may or may not have wanted you to take (see **delay** above), consider asking yourself if you are about to address a real or imagined offense (i.e. are you speaking on behalf of another group and does that other group *actually* feel that way), and think about how you can create a safe environment for conversation. On the other hand, and as discussed further below, these are not easy conversations and if you need help addressing microaggressions or disrespectful behavior appropriately your mentors, including members of the leadership team and/or the PI can consult with and support you.

**If someone is trying to tell you about your own harassment, discriminatory behavior, or microaggressions.** [Listen with an open mind and avoid becoming defensive](#) if you are approached as having, consciously or otherwise, acted in a way that made someone feel uncomfortable or unwelcome. Remember that if someone offers you feedback, it likely took a great deal of courage for them to do so. The best way to respect that courage is to [acknowledge your mistake, apologize, and move on](#) — with a renewed commitment to educate yourself further and do better. If you need help responding appropriately, your mentors, including the leadership team can consult with and support you.

**If you experience harassment, discrimination, microaggressions, or repeated lack of engagement with encouraged behaviors.** First, take care of yourself. Each person will need to deal with the experience of harassment and discrimination in a way that is best for them. Take the time you need to heal before addressing the incident. If you need help responding, need to take time to heal, or otherwise need support, your mentors, including the leadership team and the PI, are here to support you.

If you feel comfortable doing so, tell the harasser to stop either as it happens or in a later conversation. Given the values of the Tropical Forest Scoping community, we expect both parties to be receptive to these types of conversations, communicate openly, listen, and allow each other to be heard — as outlined above. It cannot go unsaid, however, that these conversations are difficult and we in no way mean to control the reactions of those being harassed. Anger, sadness, and feelings of being



overwhelmed are reasonable responses to being aggressed. Again, these conversations are difficult and may not go perfectly. Research shows that confronting the harasser directly [sometimes](#) puts a stop to the harassment so if you need help having the conversation or want someone else to address it altogether know that the leadership team and the PI are ready to support you in that.