

Expectations for Professional Behavior:

Professional behavior is essential for fostering a productive and collaborative environment. It is important to maintain a respectful and ethical demeanor when interacting with colleagues, regardless of their level of expertise or career stage.

1. Respect and Courtesy:

- Treat all colleagues with respect, regardless of their position, gender, gender identity, race, or ethnicity.
- Be mindful of cultural differences and avoid making insensitive or offensive remarks.
- Understand that even well-intentioned remarks can have a hurtful impact; when called out, apologize instead of becoming defensive.
- Listen actively to others and value their opinions, even if (or particularly when) they differ from your own.
- Avoid interrupting others when they are speaking, and give everyone a chance to contribute.
- Avoid comments on physical appearance, even when well-intentioned. Likewise, avoid physical contact beyond hand shakes.

2. Collaboration and Teamwork:

- Foster a collaborative spirit and be willing to share ideas, data, and resources.
- Give credit where credit is due and acknowledge the contributions of others.
- Be open to feedback and constructive criticism, and be willing to learn from others.
- Be reliable and respect deadlines, as your work impacts the progress of the entire collaboration.

3. Communication and Meetings:

- Be respectful of others' time and keep your contributions focused and efficient, whether you are presenting, contributing to discussions, or asking questions.
- Mute your microphone when not speaking to minimize background noise, and set zoom to mute you when entering new meetings.
- Use the chat function for quick non-urgent questions or comments, but avoid extensive side-channel discussions in chat which distract the audience and exclude the speaker.

4. Ethics and Integrity:

- Maintain the confidentiality of information that you receive as part of committee duties.
- Avoid conflicts of interest and disclose any potential conflicts promptly. Note that the *appearance* of conflicts of interest is relevant, not their actual presence.
- Romantic relationships between collaborators with power differentials are discouraged, and when a romantic relationship exists then power differentials must be avoided.

- Be honest and transparent in your communication and actions.