



## Code of Conduct for the Richards-Zawacki Lab

**The Richards-Zawacki lab seeks to be an inclusive environment free of discrimination and harassment where every member feels comfortable and welcome.**

The RZ lab members are committed to fostering this type of environment. We respect and celebrate diversity in our group and provide growth opportunities to overcome barriers to inclusion. We do not tolerate discriminatory attitudes, language, or behavior. We expect everyone in the lab to promote an environment open for conversation, where ideas, concerns and problems can be shared without fear of prejudice. Everyone who participates in activities with the Richards-Zawacki lab, both in and out of the lab, including the Primary Investigator (PI), undergrads, graduate students, staff, postdocs, and others, is expected to actively strive to maintain such an environment. We value every individual's contribution to our lab and wish to support all lab members in their scientific and academic endeavors.

### *Expectations for lab members*

- Treat others with respect and contribute positively to lab environment
- Understand that others have a different perspective and life experience than you and may experience situations differently
- Be open to personal growth and mindset changes
- Be professional - all communication, regardless of format, should be considerate and free of sexual and/or discriminatory language
- Be aware and supportive of lab members who may require accommodations to be successful in the lab

### **Our definition of discrimination**

The RZ Lab will not tolerate any form of discrimination within the lab or directed at members of our lab group. This includes, but is not limited to, discrimination on the basis of race, ethnicity, sexual orientation, gender, age, sex, ability status, religion, familial status, national origin, career stage, or identity. Behavior that is hurtful to others or makes others feel unsafe, including microaggressions, is always unacceptable.

### **How to report an issue**

For issues arising that affect members of our lab, whether they arise internal or external to the lab group itself, there are several options for reporting:

For any incident that represents an immediate threat to health or safety, please call 911 (or 988 if [a](#) mental health crisis).

For situations that do not pose an immediate threat to health and safety, you may contact Dr. Richards-Zawacki ([cori.zawacki@pitt.edu](mailto:cori.zawacki@pitt.edu)) or report the issue to Pitt directly (<https://www.diversity.pitt.edu/civil-rights-title-ix/make-report>). Participants asked to stop any harassing or discriminatory behavior are expected to comply immediately. If inappropriate behavior persists after a discussion with Dr. Richards-Zawacki, the issue will be escalated according to procedures laid out by the Nondiscrimination and Anti-Harassment Reporting Procedures (<https://www.diversity.pitt.edu/civil-rights-title-ix/policies-procedures-and-practices>). If deemed necessary,

Dr. Richards-Zawacki reserves the right to work with the Office of Equity Diversity and Inclusion and/or Title IX to complete both formal and informal investigations.

Another option is to report the incident to another lab member or University employee. Generally, all University employees are [Responsible Employees](#), meaning that they are obligated to disclose incidents of sexual violence or sexual misconduct. Pitt employees who are allowed to maintain confidentiality on these issues are employees who require professional confidentiality like health care workers, counselors, clergy members, and peers (e.g., grad students to grad students, undergraduates to undergraduates). A responsible employee must report to the Title IX Office all relevant details about alleged sexual violence, including the names of the victim and alleged perpetrator(s), any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident. If you are unsure if someone is a responsible employee you are able to ask before disclosing further information. Responsible employees should disclose their status early on in any conversation where this type of information may be disclosed. The contact list at the bottom of this document may help clarify who is and who isn't a responsible employee.

If you do not feel comfortable with either of the above options, the University of Pittsburgh maintains a [University Counseling Center and Student Health Services](#), which can offer confidential support for students and contracts with [Life Solutions](#) to provide counseling for employees.

### **Consequences**

Violations of this Code of Conduct will be addressed by Dr. Richards-Zawacki or the cognizant University office (if the incident is reported elsewhere). Disciplinary action will consist, at minimum, of a written warning. Disciplinary actions may also include, but are not limited to: educational sanctions (such as completing training on a particular issue), ineligibility to participate in certain lab functions, complete exclusion from the lab, and/or the PI reporting the behavior to the relevant University office (e.g., Title IX, Office of Diversity and Inclusion, Office of Academic Integrity).

### **We want to help you grow!**

Allyship involves re-learning the way you see others and viewing situations not from your own experience or perspective, but based on the realities and experiences of others. That includes teaching yourself to notice inequity. Members of the RZ Lab will strive to adopt habits that encourage active allyship and learning. Below are some resources that will help jumpstart these habits. However, learning is a lifelong goal, so all members of the lab are expected to take advantage of resources that help them be more inclusive and open minded. These could include reading books by diverse authors, watching movies and tv shows that showcase people that don't look like you, or following a wide variety of folks on social media.

Here are some resources we have found to help see the world from another perspective:

#### *Training in Equity, Diversity, and Inclusion*

The University of Pittsburgh's Office of Equity, Diversity and Inclusion offers certificate programs in [Diversity and Inclusion](#) and in [Global Competence](#). Each certificate requires completion of several training courses on a variety of topics. You can register for [DICP](#) and [Global Competency](#) training sessions online.

Information about accommodations and resources for differently abled students, staff, and faculty at the University can be found here:

<https://www.diversity.pitt.edu/disability-access/disability-resources-and-services> Lab members should also feel welcome to talk directly with Dr. Richards-Zawacki or other lab members about how we can help them participate most comfortably and productively in lab activities.

### *How to be an Effective Ally*

Below is a collection of resources designed to help lab members better understand different experiences and viewpoints and how to be a better ally in an academic and professional setting.

This PhD dissertation talks about strategies for build allyship in K-12 students:

[Ferguson, Maura C. "Building Active Intersectional Allyship in Middle School Youth." \*ProQuest Dissertations Publishing\*, 2021](#)

This journal article addresses the role that allyship can play in improving equity in STEM fields, like biology:

[Nash, Meredith, et al. "Male Allyship in Institutional STEM Gender Equity Initiatives." \*PloS One\*, vol. 16, no. 3, Public Library of Science, 2021, pp. e0248373–e0248373.](#)

This magazine article talks about how to be an ally, and its importance in industry:

[Tsedale, Melaku M., Beeman, Angie, Smith, David G., and Johnson, W. B. "Be a Better Ally." \*Harvard Business Review\*, 2020.](#)

This journal article describes an approach to building allyship in a corporate setting:

[Warren, Meg A., and Michael T. Warren. "The ETHIC Model of Virtue-Based Allyship Development: A New Approach to Equity and Inclusion in Organizations." \*Journal of Business Ethics\*, 2021, pp. 1–21.](#)

This journal article stresses the importance of allyship for gender equity in engineering:

[Wilson, Nicole L., et al. "Learning, Experiences, and Actions Towards Advancing Gender Equity in Engineering as Aspiring Men's Allyship Group." \*Canadian Journal of Chemical Engineering\*, vol. 99, no. 10, John Wiley & Sons, Inc, 2021, pp. 2124–37.](#)

### *Being a Productive Bystander*

As a bystander, you can have a positive impact on someone who is being harassed and actively help stop discrimination that is happening around you. To promote community responsibility and bystander intervention, reporting students may be protected by amnesty.

These two resources help teach how to be an effective bystander and strategies for helping other people. The first resource is a guide and the second is a collection of additional resources put together by the National Sexual Violence Resource Center. Members of the lab are encouraged to look at and explore these resources often.

[Center for Urban Pedagogy. "Show Up: Your Guide to Bystander Intervention." \*hollaback!\*, 2017.](#)

[National Sexual Violence Resource Center. "Bystander Intervention Resources." \*National Sexual Violence Resource Center\*, 2020.](#)

Members of Pitt's Department of Biological Sciences have created a [Field Research Safety Manual](#) that addresses risks of field work (and strategies to minimize them) for researchers of different identities. It is

strongly recommended that lab members make time to read and discuss this with their direct supervisor and fellow field team members before engaging in field research.

**Contacts (last updated: 12/14/2021)**

PI: Dr. Cori Richards-Zawack (she/her, applicable for all lab members)

- Email: [cori.zawacki@pitt.edu](mailto:cori.zawacki@pitt.edu)
- Office: Clapp Hall 105A (inside Clapp 105)
- Phone: 412-624-0447 (cell: 734-657-7075)
- Responsible employee

Pitt Office of Human Resources (applicable for employees including undergraduate staff)

- Contact Form: <https://www.hr.pitt.edu/contact-ohr>
- Address: 200 S. Craig Street, 100 Craig Hall
- Phone: 412-624-7000
- Responsible employee

Pitt Office for Equity, Diversity and Inclusion (encompasses the Title IX office, applicable for all lab members)

- Report an incident form: <https://www.diversity.pitt.edu/civil-rights-title-ix/make-report>
- Address: 31st Floor, Cathedral of Learning
- Phone: 412-648-7860
- Will attempt to maintain confidentiality if requested but can't guarantee it

University Counseling Center (applicable for students)

- Website: <http://www.studentaffairs.pitt.edu/share/get-support>
- Address: Nordenberg Hall Wellness Center
- Phone: 412-648-7930
- Confidential Resource

Life Solutions (applicable for employees)

- Website: <https://www.hr.pitt.edu/current-employees/work-life-balance/lifesolutions>
- Phone: 1-866-647-3432
- Confidential Resource

Please sign to signify that you have read, and agree to follow, this Code of Conduct.

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Printed Name

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Date

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Signature