

Conduct in CMaT

CMaT is committed to fostering, cultivating, and preserving a culture of integrity, collegiality, service, and diversity and inclusion.

Our human capital is the most valuable asset we have. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talent that all CMaT members invest in their work represents a significant part of not only our culture, but our reputation and center's achievement as well.

We embrace and encourage CMaT members' differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our center unique.

Code of Conduct

CMaT's Code of Conduct clarifies our expectations for our activities which include - but are not limited to - our research and educational activities; practices and policies on recruitment and selection; evaluation of ideas; professional development and training opportunities; access to resources; opportunities to publish/present; and the ongoing development of a work environment; The Code of Conduct is built on the premise of equity across all diversity dimensions that encourages and expects the following behavior:

- **Professional.** We are colleagues. Disruptive behavior, retaliation, and misconduct such as harassment based upon race, ethnicity, ancestry, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetics, or veteran status are impermissible. Disruptive behavior may include but is not limited to sustained interruptions of talks or other events as well as unprofessional comments or jokes. Inappropriate or unwelcome physical contact, sexual attention or innuendo, intimidation and/or stalking, disrespectful comments about physical appearance or body size, and photography or recording of an individual without consent are impermissible.
- **Respectful.** Value all input and diversity of thought. Embrace habits that are inclusive and productive for center members wherever they are: make liberal use of asynchronous communication tools, document syncs and decisions thoroughly, and pay attention to time zones and work schedules, when scheduling events.
- **Collaborative.** Involve all members in groups/teams and committees by permitting everyone to be heard, and by listening to everyone's ideas.
- **Honest.** Integrity and transparency in all our dealings. CMaT requires all of its members to conduct research and education with the highest integrity and transparency. Institutional guidelines on Responsible Conduct of Research (RCR)

must be strictly adhered to. Conflict of Interests (COI) policies of respective institutions must be followed, disclosed, and managed. In addition, all perceived and actual COIs must also be disclosed to the CMaT Director and Deputy Director, since we must report all COIs to NSF every year. In addition to respective institute-specific COI policies that apply to ALL CMaT members (faculty, staff, and trainees), the following policies apply specifically to CMaT leadership. All members of the CMaT Executive Committee and all Thrust and Test-Bed leaders must disclose any potential COI they may have with any CMaT Industry Partner i.e. IPAB members). This include, but are not limited to, any financial interest in the company, board membership, advisory relations, and sponsored projects funded by the company.

- **Kindness.** Be polite and friendly in all forms of communication – especially remote communication, where opportunities for misunderstanding are greater. Avoid sarcasm. Tone is hard to decipher online; make liberal use of emoji, GIFs and Bitmoji to aid in communication. Use video hangouts when it makes sense; face-to-face discussion benefits from all kinds of social cues that may go missing in other forms of communication.
- **Supportive of your colleagues, both proactively and responsively.** Offer to help if you see someone struggling or otherwise in need of assistance (taking care not to be patronizing or disrespectful). If someone approaches you looking for help, be generous with your time; if you're under a deadline, let them know when you will be able to help or direct them to someone else who may be of assistance.
- **Inclusive:** Go out of your way and across cultures to include people in social activities, team jokes or memes; we want to build an environment free of cliques. Make an effort to include colleagues in meals and other leisure activities. Avoid slang or idioms that might not translate across cultures or be deliberate in explaining them to share our diverse cultures and languages. Speak plainly and avoid acronyms and jargon that not everyone may understand. Be an ally to teammates when you see a need.
- **Generous in both giving and accepting feedback.** Feedback is a natural and important part of our culture. Good feedback is kind, respectful, clear, and constructive, and focused on goals and values rather than personal preferences. You are expected to give and receive feedback with gratitude and a growth mindset.

All participants of CMaT always have a responsibility to treat others with dignity and respect. All members are expected to exhibit conduct that reflects inclusion during research, at center functions on or off site, and at all other center-sponsored and participative events. All participants are also required to attend and complete annual diversity awareness training to enhance their knowledge to fulfill this responsibility.

Each Participant is expected to comply with CMaT's Code of Conduct, the policies of the Participant's home institution, and the National Science Foundation's (NSF) requirements. Any participant found to have exhibited inappropriate conduct or behavior against others may be subject to disciplinary action. Such conduct or behavior may be reported to the appropriate authorities at such participant's home institution and/or the NSF for review and action. CMaT also may take action up to and including terminating the Participant's access to and involvement in CMaT activities.

CMaT's goal is create an inclusive and equitable environment for its participants. To help achieve this goal, anyone who experiences, observes, or has knowledge of conduct inconsistent with CMaT's Code of Conduct may immediately report the incident to a member of the event organizing committee, CMaT staff, or one of the CMaT Ombudspersons listed below. In addition to reporting incidents to CMaT, it is important to follow the participant's institutional reporting process as well.

CMaT Ombudspersons

Georgia Institute of Technology

- Felicia Benton-Johnson (fb54@gatech.edu)
- Lizanne DeStefano, Georgia Tech (lizanne.destefano@ceismc.gatech.edu)
- Manu Platt (manu.platt@gatech.edu)

University of Georgia

- Steve Stice (sstice@uga.edu)
- Cheryl Gomillion (ctgomillion@engr.uga.edu)

University of Puerto Rico Mayaguez

- Madeline Torres-Lugo (madeline.torres6@upr.edu)

University of Wisconsin Madison

- Sean Palecek (sppalecek@wisc.edu)
- Lacey Yee (lyee@wisc.edu)

Institutional Reporting

Georgia Institute of Technology

<https://secure.ethicspoint.com/domain/media/en/gui/7508/index.html>

<http://www.policylibrary.gatech.edu/equal-opportunity-nondiscrimination-and-anti-harassment-policy>

University of Georgia

<https://uga.alertline.com/gcs/welcome>

University of Puerto Rico Mayaguez

http://www.uprm.edu/p/procuraduria/situaciones_atendidas

Gladstone Institutes

<https://hello.gladstone.org/policies/discrimination-harassment-and-retaliation-prevention-policy>

University of Wisconsin Madison

<https://compliance.wisc.edu/>

University of Pennsylvania

<http://www.upenn.edu/affirm-action/discrimination.html>

University of Oregon

<https://investigations.uoregon.edu/how-report>

Emory University

<http://equityandinclusion.emory.edu/discrimination/index.html>