



**UCLA**

College | Physical Sciences

**Earth, Planetary & Space Sciences**

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### UCLA EPSS Pod Code of Conduct

UCLA EPSS is committed to providing an inclusive and harassment-free environment in all interactions regardless of race, age, ethnicity, national origin, language, gender, gender identity, sexual orientation, disability, physical appearance, political views, military service, health status or religion. This commitment extends to all departmental events, class-meetings, research labs, field trips, in-person meetings, seminars, workshops, networking functions, online forums, chat rooms and social media. As a department we aim to share ideas and freedom of thought and expression, and it is essential that the interactions between faculty/researchers/students/staff and others both within and outside of the department take place in an environment that recognizes the inherent worth of every person by being respectful of all.

Anyone who experiences, observes, or has knowledge of threatening behavior is expected to immediately report the incident. There is zero tolerance for harassment or assault, including all forms of bullying. We remind you of the UCLA conduct codes for students and faculty with links provided below:

- [UCLA Student Conduct Code](#)
- [UCLA Student Group Conduct Code](#)
- [Faculty Code of Conduct](#)

#### Expected behavior:

- All staff, students, faculty, visitors, collaborators, and community members will be treated with respect. This includes, but is not limited to departmental events, class-meetings, research labs, field trips, in-person meetings, seminars, workshops, networking functions, online forums, chat rooms and social media.
- Establishing and committing to agreed deadlines and/or meetings.
- Conduct yourself in a professional and respectful manner.
- Be understanding, cooperative, and kind.
- Be aware of your surroundings and report any incidents of bias/hate or misconduct.

#### Unacceptable behavior:

Any form of harassment, abuse, or discrimination will not be tolerated. This includes, but is not limited to:

- Prejudice against race, age, ethnicity, national origin, language, gender, gender identity, sexual orientation, disability, physical appearance, political views, military service, health status, or religion.
- Sexual harassment, intimidation, stalking, and unconsented and unwanted attention or touching. A person's way of interacting, dressing, or sexuality is not consent.
- Invasion of personal space.
- Unconsented use of film or photography.
- Elitism, gatekeeping, and gaslighting.

If you are being harassed, here are some suggestions:

- Tell the person to stop.
- If you need to, get away. Make an excuse or just leave.
- Ask anyone else to tell the person to stop.
- Consider reporting the incident. Processes for reporting violations is included below.

If you observe harassment of others, here are some things you can do:

- Direct intervention. Assess your safety first. Speak up about the harassment and be firm and clear. (e.g. "Don't do/say that.", "What did you mean by that?", "Stop.", "That was inappropriate/offensive.")
- Delegate: get help from someone else.
- Document. It can be helpful to have a video of the incident. Laws about recording in public vary, so check local laws first.
- Distract: take an indirect approach to de-escalate the situation. (e.g. "What is that rock over there?")
- Delay: after the incident is over, check in with the person who was harassed.

If you are told something you did was harassment, here's what you can do:

- Apologize.
- Thank the person for pointing it out.
- Understand why it was harassment.
- Confirm that you will not do it again.

### **Reporting violations:**

- Violations can be reported directly to your supervisor.
- Incidents can also be reported to the Title IX Office/Sexual Harassment Prevention
  - [UCLA Title IX Office](#)
  - 2255 Murphy Hall
  - (310) 206 -3417
  - Email: [titleix@equity.ucla.edu](mailto:titleix@equity.ucla.edu)
- Call UCPD to file a criminal complaint or requesting a protective ordering
  - UC Police Department (UCPD)
  - 601 Westwood Plaze
  - (310) 825 -1491
  - <https://www.police.ucla.edu/>

- Additional Resources:
  - [UCLA Office of Ombuds Services](#)
  - [UCLA Campus Human Resources](#)
  - [URGE Deliverable - Complaints and Reporting Policy](#)
  - [UC Policy on Sexual Violence and Sexual Harassment](#)
  - [UCLA Policy on Sexual Harassment, Sexual Misconduct, Domestic Violence and Stalking](#)

**UCLA EPSS Code of Conduct Acknowledgment**

By signing, I acknowledge that I have read and understand the expectations stated above. Failure to meet them may result in dismissal from the research group and/or degree program.

Student Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_