Code of Conduct

For the research group of Samuel Jaques
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Last revised 2024

1 Expectations of Everyone

1. Create a welcoming and supportive environment for all other members.

2. Be accessible. That is: respond to emails (ideally within 1 business day), accommodate meeting times, and attend arranged meetings (or quickly inform of absence).

2 Expectations of Supervisor

1. Provide expertise and guidance for research and career growth.

2. Provide feedback within mutually agreed timeframes.

3. Raise any concerns on progress as early as possible.

4. Arrange substitute or remote advising during extended absences.

3 Expectations of Students

1. Work reasonable hours. A good target is about 32 hours per week: 5 days that are 8 hours long, with 1.5 hours per day of breaks.

2. Meet course and program requirements in the expected time frames.

3. Keep advisor(s) informed about progress and/or problems.

4   Conduct

All members of the research group are expected not to engage in any harassment or discriminatory behaviour. This is deliberately broad and vague, by necessity; however, it includes discrimination by gender identity, sexual orientation, ethnicity, culture, religion, mental health, and physical appearance.

Academia is a highly international area of work, so norms around politeness and rude behaviour may vary widely. As much as possible, assume good intentions in the case of minor issues (e.g., whether someone wants to be friends after work, or how an email is phrased).

If you experience or witness any harassment or discriminatory behaviour, document it thoroughly and immediately. Reporting such incidents is encouraged, according to the tiers of escalation listed below.

5   Conflict Resolution

The goal of this code of conduct is to avoid the need for any conflict resolution. However, if such conflicts happen, the chain of escalation is:

1. the person with whom you're having a conflict (if applicable)

2. your supervisor or co-supervisor

3. the department chair or graduate studies chair

4. Conflict Management and Human Rights Office (CMAHRO)

5. Safety Office

6. Campus Police

Ideally, conflicts are solved by discussion at the lowest level, but this may not always be possible. Prioritize your own well-being when deciding when, where, and how to handle conflicts.

6 Campus Resources

Outside of the department, the university provides many resources for student wellness, summarized on this website: `https://uwaterloo.ca/students/health-and-well-being`. In particular, they offer:

1. Counselling services: Private, confidential, and free counselling

2. AccessAbility services: for help and accommodation with disabilities, illnesses, or other conditions.