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ESA SCIENCE CODE OF CONDUCT FOR WORKSHOPS AND CONFERENCES

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APPROVAL

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CHANGE LOG

Reason for change	Issue Nr	Revision Number	Date

CHANGE RECORD

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DISTRIBUTION

Name/Organisational Unit

1. INTRODUCTION

The European Space Agency strives to create a positive work environment where all people are treated with respect and dignity. In the context of ESA Science workshops and conferences, all participants are expected to help create an environment at the meeting and all associated activities that is professional, inclusive, and in which everyone is treated with respect.

All participants are therefore requested to follow these guidelines:

1. All participants are expected to behave professionally and to be respectful – critique ideas not people.
2. All communication should be appropriate for a professional audience taking into account the many different backgrounds and perspectives of the participants.
3. Participants may share the contents of talks/slides via social media unless speakers have asked that specific details/slides not be shared. If participants wish to share photos of a speaker on social media, it is strongly recommended that they first get the speaker's permission.

ESA does not tolerate unprofessional or inappropriate behaviour or statements. This includes but isn't limited to: sustained disruption of talks, comments related to individual characteristics, background or identity, and photography or recording of an individual without consent.

2. IMPLEMENTATION

Meeting organisers and chairs bear a particular responsibility in ensuring that the code of conduct is followed.

- The Local Organising Committee has at least two members who are designated as the contact points for all matters related to this code. Participants can report any violation of these guidelines to these designates in confidence.
- Should a participant witness behaviour they suspect may be unprofessional or inappropriate, it is recommended that they approach the affected person as soon as possible to support and help them. The witness can encourage the affected person to report the unprofessional or inappropriate behaviour but should be guided by that person on their preferred course of action.
- Anyone requested to stop inappropriate behaviour is expected to comply immediately. In serious cases, a participant may be asked to leave the event without a refund or, in the case of online participation, the removal of meeting credentials.
- In the case where the unprofessional or inappropriate behaviour involves an ESA staff member, ESA's Human Resources Department may be contacted for further guidance on the applicable policies and means of action.

Acknowledgments: This code of conduct has been adapted from the London Code of Conduct (by A. Pontzen and H. Peiris), which was derived from original Creative Commons documents by PyCon and Geek Feminism. It is released under a CC-Zero licence for reuse. To help track people's improvements and best practice, please retain this acknowledgement, and log your re-use or modification of this policy at:

https://github.com/apontzen/london_cc.

Internal implementation

The points will be added to the document “Instructions for conference organisation and sponsoring in SCI-S” and do not need to be published online on the meeting pages.

1. The Local Organising Committee members who agree to act as contact points should talk with the ESTEC Welfare officer, Anneke Versluis, beforehand to get perspective on how to approach any sensitive situation which requires discretion. The Local Organising Committee members should get in touch with Anneke well before the event to ask if they can support during or around the event.
2. Dealing with any complaints fast is critical here! Anneke Versluis has kindly agreed to be on standby if possible – hopefully it won't be needed but great to have this backup.
3. If there are remote (online) participants – find a way to ensure they have a channel to reach any of the Local Organising Committee points of contact – e.g. on Teams or Slack.
4. The code of conduct has to be linked prominently from the registration page. Do ensure that participants read and confirm (e.g. with tick-box) when they register for the conference.
5. On the first day of the conference the organisers should show the code of conduct to all participants and introduce the people to be approached in case of complaints.