

Note: This document does not replace the [University of California's Statement of Ethical Values and Standards of Ethical Conduct](#) or the [UCLA Student Conduct Code](#)

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## Lab Handbook

### Center for Tropical Research, UCLA

#### Diversity, Equity, and Inclusion Statement

The Center for Tropical Research is committed to fostering a diverse, equitable, inclusive, and supportive scientific community. We seek to recruit, support, and retain members from diverse backgrounds and from groups who have been historically underrepresented in science. We strive to make all members feel welcome and supported through mentorship and to ensure equitable access to all opportunities, resources, and equipment. Our belief is that science benefits from diverse experiences and perspectives, thus we celebrate and value our differences and use them to foster creativity, innovation, and better our science.

#### Code of Conduct

We are committed to providing a safe and inclusive environment that is free of discrimination and harassment for all participants regardless of gender identity or expression, sexual orientation, disability, physical appearance, body size, age, racial or ethnic background, religion, socioeconomic status, or political affiliation.

**Harassment:** Harassment of any kind will not be tolerated in the Center for Tropical Research. Harassment includes offensive verbal comments related to gender identity or expression, sexual orientation, disability, physical appearance, body size, age, racial or ethnic background, religion, socioeconomic status, political affiliation, sexual images in public spaces, deliberate intimidation, stalking, following, harassing photography or recording, sustained disruption of discussions, inappropriate physical contact, and unwelcome sexual attention.

We expect all lab members to treat each other with respect. Physical and verbal abuse will not be tolerated. All communication--in person, online, or otherwise--should be appropriate for a professional audience.

**Discrimination:** Discrimination of any kind will not be tolerated in the Center for Tropical Research. This includes deliberate speech and actions meant to denigrate others or limit access to resources based on gender, sexual orientation, disability, physical appearance, race, or religion.

**Microaggressions:** Acts of discrimination are not always overt; people can say and do harmful things without realizing it, or even when meaning well. [Microaggressions](#) are comments or gestures that denigrate another person or indicate bias against people of a certain group. Examples: commenting on how well a person speaks English, presuming they were not born in the U.S.; showing discomfort in the presence of a transgender person.

**Work hours:** While each lab member is expected to make due progress towards committed projects, each member's work schedule is up to them. Lab members are welcome to send emails outside of normal work hours, but no one is expected to respond during evenings, weekends, or holidays.

### **When conducting fieldwork:**

Conducting field work often requires living in close and basic quarters for extended periods of time with people from different cultures and backgrounds. CTR can only fulfill its mission if everyone at the stations acts with respect, thoughtfulness, and understanding.

CTR supports freedom of expression and open communication and commits to preparing participants for field work with safety guidelines to minimize field work risks. We expect all staff and visitors to: 1) respect local laws and customs, 2) avoid interpersonal conflict and 3) help foster a collaborative and positive environment.

We ask that all visitors be **thoughtful, respectful, and understanding**. These terms aren't just platitudes—guests should invest time and energy in thinking about how their words and actions affect those around them. As a visitor to another culture, you have an opportunity to share your culture with others, but you also have an obligation to respect the culture of your hosts. The way you act will also impact the work and social experience of those who come after you.

The material in the Center for Tropical Research Code of Conduct is partially derived from "[Whitaker Lab Project Management](#)" by Dr. Kirstie Whitaker and the Whitaker Lab team, used under CC BY 4.0. The Center for Tropical Research Code of Conduct is licensed under CC BY 4.0 by [Thomas Smith](#).

### **Reporting system for violations to the Code of Conduct:**

Conflicts within the lab can be reported to PI Thomas Smith ([tbsmith@ucla.edu](mailto:tbsmith@ucla.edu)). If you feel more comfortable reporting conflicts to external, neutral parties, please refer to the resources below.

Under UC policy, most staff at UCLA are "mandatory reporters," and if a potential incident of harassment or abuse is brought to their attention they are required to report it to UCLA's Title IX office. The following resources are *not* mandatory reporters, and you may talk to them without triggering a Title IX investigation:

- CARE Advocates
- Ombuds: <http://www.ombuds.ucla.edu/>

- Licensed counselors in student counseling centers and in employee assistance programs
- Any persons with a professional license requiring confidentiality

**For undergraduate students:**

Life Science Undergraduate Student Affairs Officer (Jessica Angus: [jangus@lifesci.ucla.edu](mailto:jangus@lifesci.ucla.edu))

Life Science Undergraduate Student Affairs Officer (Jessica Gonzalez: [jessgonzalez@lifesci.ucla.edu](mailto:jessgonzalez@lifesci.ucla.edu))

**For graduate students:**

EEB Graduate Advisor (Elsa Ordway: [elsaordway@ucla.edu](mailto:elsaordway@ucla.edu))

EEB Graduate Student Affairs Officer (Annelise Werhel: [eebgradoffice@eeb.ucla.edu](mailto:eebgradoffice@eeb.ucla.edu))

**For all EEB students:**

Director of Student Services (Eileen Mansoorian: [emansoorian@lifesci.ucla.edu](mailto:emansoorian@lifesci.ucla.edu))

**For all:**

UCLA Discrimination Prevention Office: [dpo@equity.ucla.edu](mailto:dpo@equity.ucla.edu)

UCLA Title IX Office (Administrative Process): (310) 206-3417 | 2255 Murphy Hall | [titleix@conet.ucla.edu](mailto:titleix@conet.ucla.edu) <https://www.sexualharassment.ucla.edu/>

UCLA Police Department (Criminal Process): (310) 825-1491 | 601 Westwood Plaza | [www.ucpd.ucla.edu](http://www.ucpd.ucla.edu)

UCLA Office of Equity, Diversity, and Inclusion: <https://equity.ucla.edu/faq/>

**Confidential Resources for Students::**

- **Campus Assault Resources and Education (CARE) Program** (310) 206-2465 A-233 Murphy Hall [www.careprogram.ucla.edu](http://www.careprogram.ucla.edu)
- **Counseling and Psychological Services (CAPS)** (310) 825-0768 (24/7 crisis line) 221 John Wooden West [www.counseling.ucla.edu](http://www.counseling.ucla.edu)
- **Santa Monica UCLA Rape Treatment Center** (424) 259-7208 (24/7 crisis line) 1250 16th St, Santa Monica, CA 90404
- **Student Legal Services** (310) 825-989 A239 Murphy Hall [\[studentlegal.ucla.edu\]](mailto:studentlegal.ucla.edu)([studentlegal.ucla.edu](http://studentlegal.ucla.edu))
- **Office of the OMBUDS Services** (310) 825-7627 \*\*\*\*\* \*\*[ombuds@conet.ucla.edu](mailto:ombuds@conet.ucla.edu)

**Resources:**

[Recognizing and preventing microaggressions](#)

AWiSE: <https://awiseucla.wixsite.com/awise>

“The AWiSE program was created by UCLA graduate students in response to the observation that while women comprise a significant percent of the student population in science and engineering graduate programs, they are underrepresented in leadership roles in academia and industry. AWiSE addresses this disparity through offering training, education, mentorship, and community service opportunities to support women in STEM. We hope to encourage our members to be advocates for diversity in their careers, and ultimately break down existing gender barriers.”

oSTEM: <https://ostem.org/>

Vision: “We envision a world where LGBTQ+ people in the STEM community are empowered to achieve success in a safe and supportive environment that celebrates their diversity and unique contributions.”