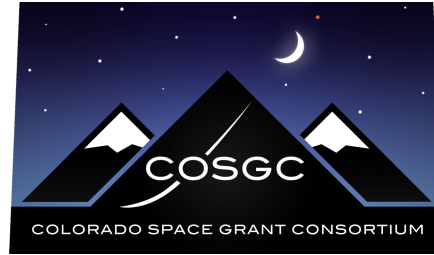


Colorado Space Grant Code of Conduct

1. [Introduction](#)
2. [Scope](#)
3. [Values](#)
4. [Expected Behaviors](#)
5. [Unacceptable behaviors](#)
6. [Reporting a problem](#)
7. [Taking care of each other](#)
8. [Committing to improvement](#)
9. [Contributing](#)
10. [Agreement](#)
11. [Further reading / resources](#)
12. [Acknowledgments](#)



INTRODUCTION

This Code of Conduct governs the environment of the Colorado Space Grant Consortium (Space Grant). We created it not because we anticipate bad behavior, but because we believe that articulating our values and obligations to one another reinforces an already exceptional level of respect among the team and because having a code provides us with clear avenues to correct our culture should it stray from the course. This isn't an exhaustive list of things you can or can't do. Instead, it is a guide to make it easier to enrich all of us and the communities in which we participate. We commit to enforce and evolve this code as our team grows and changes.

SCOPE

The contents of this Code of Conduct apply to our interactions within Space Grant facilities and other spaces used by the Space Grant program. These include Space Grant offices, off-site Space Grant activities, Zoom conversations, email, Slack and other digital exchanges, and social media. The code applies equally to students, faculty, staff, mentors, and advisors.

CORE VALUES

Space Grant is committed to providing a welcoming and harassment-free environment to engage an inclusive community of learners in hands-on, NASA aligned projects. The Space Grant community is made up of a mixture of students, staff, faculty, alumni, and mentors/ advisors from academia, industry, and NASA – working on various projects and missions. We want our community to be a fun, productive, and safe space for all participants and visitors. In addition to core values of respect and honesty, there are several ways in which our program distinguishes itself.

Colorado Space Grant Code of Conduct

We work alongside other project teams. Project team members across the organization are peers and collaborators. We maintain open lines of communication and foster good working relationships with our colleagues. We are all committed to quality and positive experiences that build skills - both technical and otherwise.

We believe in diversity and inclusion, not merely because it's a mechanism for happier, more productive and creative teams, but because we believe that we have an obligation to work against structural discrimination. This obligation manifests itself in recruitment and hiring policies and in our own organizational culture - in which this Code of Conduct plays a critical role.

EXPECTED BEHAVIORS

Every participant in a Space Grant project/activity, including students, faculty, staff, mentors, and advisors is expected to be considerate and contribute to a collaborative, positive, and healthy environment in which all can succeed.

Be supportive and patient, both proactively and responsively. Offer to help if you see someone struggling or otherwise in need of assistance (taking care not to be [patronizing](#) and be respectful - see below). If someone approaches you looking for help, be generous with your time; if you're under a deadline, direct them to someone else who may be of assistance. Go out of your way to include people in conversation or sharing humorous anecdotes or memes - recognizing that we want to build an environment free of cliques.

Be welcoming. We strive to be a community that welcomes and supports people of all backgrounds and identities. This includes, but is not limited to members of any race, ethnicity, culture, national origin, color, immigration status, social and economic class, educational level, sex, sexual orientation, gender identity and expression, age, size, family status, political belief, religion, and mental and physical ability.

Be respectful. Not all of us will agree all the time, but disagreement is no excuse for poor behavior. We might all experience some frustration now and then, but we cannot allow that frustration to turn into a personal attack. It is important to remember that a community where people feel uncomfortable or threatened is not a productive one. Members of the Space Grant community should be respectful when dealing with other Space Grant members, as well as people outside the Space Grant family.

Be aware of [implicit bias](#). Take the time to explore our own biases, stereotypes, and prejudices. We do our own research and ask questions if we are unsure or need clarification. Seek to acknowledge and respect the experiences and boundaries of others.

Colorado Space Grant Code of Conduct

Be considerate in your actions and words. We are a community of learners who conduct ourselves conscientiously. Be kind to others. Your work will inform others and you will learn from others. Consider how your words, written or spoken, may impact those around you. Do not insult or put down others. Harassment and other exclusionary behavior are not acceptable. This includes, but is not limited to:

- Discriminatory jokes and language.
- Violent threats or language directed against another person.
- Posting sexually explicit or violent material.
- Posting (or threatening to post) other people's personally identifying information.
- Personal insults, especially those using racist or sexist terms.
- Unwelcome sexual attention.
- Advocating for, or encouraging, any of the above behavior.
- Repeated harassment of others. In general, if someone asks you to stop, then stop.

UNACCEPTABLE BEHAVIORS

We are committed to providing a welcoming and safe environment for people of all races, gender identities, gender expressions, sexual orientations, physical abilities, physical appearances, socioeconomic backgrounds, life experiences, nationalities, ages, religions, and beliefs. Discrimination and harassment are expressly prohibited. Harassment may include, but is not limited to, intimidation; stalking; unwanted recording or photography; inappropriate physical contact; use of sexual or discriminatory imagery, comments, or jokes; intentional or repeated misgendering; sexist, racist, ableist, or otherwise discriminatory or derogatory language; and unwelcome sexual attention.

In order to provide such an environment, we commit to being considerate in our language use. Any behavior or language which is unwelcoming—whether or not it rises to the level of harassment—is also strongly discouraged.

Much exclusionary behavior takes the form of [microaggressions](#)—subtle put-downs which may be unconsciously delivered. Regardless of intent, microaggressions can have a significant negative impact on victims and have no place in our community

The same goes for [tone policing](#), or responding negatively to the emotion behind a person's message while ignoring its content (telling someone who is discussing an issue that makes them upset to “calm down” instead of responding to their concerns is an example of tone policing).

There are a host of behaviors and language common on technical teams which are worth noting as specifically unwelcome: Avoid “*well, actually*”—pedantic corrections that are often insulting and unproductive; make an effort not to interrupt your colleagues while they are speaking; never respond with surprise when someone asks for help; and take care neither to patronize your colleagues nor assume complete knowledge of a topic. This last point is especially important

Colorado Space Grant Code of Conduct

when talking about technical topics: Many women and people of color in STEM have many tales of being either [mansplained](#) about a field in which they are experts, or excluded from learning opportunities because a colleague wouldn't make an effort to answer questions—don't be that person. Remember that your colleagues may have expertise you are unaware of, and listen at least as much (if not more) as you speak.

REPORTING A PROBLEM

These guidelines are ambitious, and we're not always going to succeed in meeting them. When something goes wrong—whether it's a microaggression or an instance of harassment—there are a number of things you can do to address the situation with your team members or with staff. We know that we all do our best work if we're happy and comfortable in our surroundings, so we take concerns about this stuff seriously. Depending on your comfort level and the severity of the situation, here are some things you can do to address it:

1. **Address it directly.** If you're comfortable bringing up the incident with the person who instigated it, pull them aside to discuss how it affected you. Be sure to approach these conversations in a forgiving spirit: an angry or tense conversation will not do either of you any good. If you're unsure how to go about that, try discussing with your primary mentor or with another staff person—they might have some advice about how to make this conversation happen. If you're too frustrated to have a direct conversation, there are a number of alternate routes you can take.
2. **Talk to a project manager.** Your peers may have experience on which to draw that could be of use to you. If you have someone you're comfortable approaching, reach out and discuss the situation with them. They may be able to advise on how they would handle it, or direct you to someone who can. The flip side of this, of course, is that you should also be available when your colleagues reach out to you.
3. **Talk to your primary mentor.** Your mentor probably knows quite a lot about the dynamics of your team, which makes them a good person to look to for advice. They may also be able to talk directly to the colleague in question if you feel uncomfortable or unsafe doing so yourself. Finally, your mentor will be able to help you figure out how to ensure that any conflict with a colleague doesn't interfere with your work.
4. **Submit an Anonymous Incident Report.** If you feel unable to address the situation personally, submit an [Incident Report](#).

Colorado Space Grant Code of Conduct

TAKING CARE OF EACH OTHER

Sometimes, you'll be a witness to something that seems like it isn't aligned with our values. Err on the side of caring for your colleagues in situations like these. Even if an incident seems minor, reach out to the person impacted by it to check in. In certain situations, it may even be helpful to speak directly to the person who has violated the Code of Conduct, a project manager, or a mentor to voice your concerns. If you want to speak to a person impacted by an incident or to the person who has violated the Code of Conduct, but you're unsure of how to navigate these interactions, try reaching out to a staff member—these conversations are tricky, and your mentor and/or staff members can help you figure out how best to approach them.

COMMITTING TO IMPROVEMENT

We understand that none of us are perfect: It's expected that all of us, regardless of our backgrounds, will from time to time fail to live up to our very high standards. What matters isn't having a perfect track record, but owning up to your mistakes and making a clear and persistent effort to improve. If you are approached as having (consciously or otherwise) acted in a way that might make your colleagues feel unwelcome, refrain from being defensive; remember that if someone calls you out, it likely took a great deal of courage for them to do so. The best way to respect that courage is to acknowledge your mistake, apologize, and move on—with a renewed commitment to do better. That said, repeated or severe violations of this code can and will be addressed by the staff, and can lead to disciplinary actions, including termination.

CONTRIBUTING

Members of the Space Grant community are invited to contribute to this Code of Conduct by emailing bgarcia@colorado.edu or by submitting an [Incident Report](#) to share feedback. If you have a question or suggestion for evolving the policies, file an issue outlining your suggestion, providing as much context as you can. If you've spotted a typo, discriminatory language, or any other change which could be more expediently handled email bgarcia@colorado.edu. You may speak privately about a proposed change to your primary mentor. All changes and suggestions will be discussed and implemented by COSGC staff.

AGREEMENT

I have read the Colorado Space Grant Code of Conduct and agree to follow it during all my Space Grant interactions.

Printed Name

Signature

Date

FURTHER READING / RESOURCES

NASA's Implicit Bias Training Video:

https://www.youtube.com/watch?v=ll_qDLlue0I&feature=youtu.be

A Few key Characteristics of Implicit Biases

- Implicit biases are pervasive. Everyone possesses them, even people with avowed commitments to impartiality such as judges.
- Implicit and explicit biases are related but distinct mental constructs. They are not mutually exclusive and may even reinforce each other.
- The implicit associations we hold do not necessarily align with our declared beliefs or even reflect stances we would explicitly endorse.
- We generally tend to hold implicit biases that favor our own in-group, though research has shown that we can still hold implicit biases against our in-group.
- Implicit biases are malleable. Our brains are incredibly complex, and the implicit associations that we have formed can be gradually unlearned.
- Implicit biases often predict how we'll behave more accurately than our conscious values.

ACKNOWLEDGEMENTS

Verbiage for this document includes content from [DJANGO Code of Conduct](#), [Vox Code of Conduct](#), and [SRCCON Code of Conduct](#)