

Chemistry Equity, Diversity and Inclusion Committee (Chem EDI)

Code of Conduct for Members

Approved by the Committee 27-January-2022

Role and responsibilities

Chem EDI members must take an active role in the ethical fulfilment of their duties and must uphold the values of Chem EDI.

Values of Chem EDI:

- Equity.
- Diversity.
- Respect.
- Inclusion.
- Role modelling.

Meetings

- 1) Chem EDI members will attend and participate in scheduled meetings. If attendance is not possible, the Chem EDI Chair will be notified in advance.
- 2) Chem EDI members will respect diversity of opinion, ideas and debate in Chem EDI meetings. This is demonstrated by:
 - a) recognizing the equal right of all Chem EDI members to be heard and respected;
 - b) recognizing the diverse expertise, experience and knowledge that exists among Chem EDI members;
 - c) valuing the diverse expertise, experience and knowledge that exists among Chem EDI members;
 - d) promoting collaborative, collegial behaviour;
 - e) avoiding personal or group criticism of fellow Chem EDI members or members of the community at large in discussion or through innuendo both at and away from Chem EDI meetings.

Training

Chem EDI members will complete all training required for their position.

Confidentiality

- 1) All matters discussed in Chem EDI meetings or during the course of duties as a Chem EDI member will be kept confidential unless explicit permission to disclose is received in writing, or the matter falls under exceptional circumstances covered by University of Victoria policies.
- 2) All Chem EDI members will familiarize themselves with the [Protection of Privacy Policy and Associated Procedures GV0235](#).

Objectivity

- 1) Chem EDI members will act impartially and make decisions based on the principles of fairness and natural justice. Chem EDI members may request consultation with appropriate offices.
- 2) Responses to any matters brought to Chem EDI will be consistent, fair and transparent.
- 3) Each situation will be objectively assessed and all parties involved will be treated with compassion, dignity and respect.
- 4) Chem EDI members will engage in non-judgmental and empathetic support in which re-traumatization will be minimized.
- 5) Chem EDI members will be mindful that we operate in a small community and EDI matters need to be separated from other activities, including unrelated academic decisions. Where this is not possible

because of the nature of the situation or relationship, Chem EDI will ensure that someone not in a position of conflict can work with the people involved (see Conflict of interest).

Conflict of interest

- 1) Chem EDI members will immediately disclose to the Chem EDI Chair any conflicts of interest, events or other occurrences that may affect their role.
- 2) Chem EDI will arrange their work so as to address conflicts of interest, drawing support from the Chair of the Department or involving other offices where needed.

Accountability

- 1) Chem EDI members will conduct themselves and their professional interactions within and outside of the Department of Chemistry in such a way as to uphold the reputation of Chem EDI. This includes their online presence.
- 2) Chem EDI members will hold themselves and each other accountable for following the Code of Conduct. If a Chem EDI member has concerns that the behaviour of another Chem EDI member does not reflect the Code of Conduct, they are expected to bring the concerns to the attention of the Chem EDI Chair. Concerns regarding the behaviour of the Chem EDI Chair should be raised with the other Faculty member.

Relevant policies

- 1) [Human Rights, Equity and Fairness \(GV0200\)](#).
- 2) [Discrimination and Harassment \(GV0205\)](#).
- 3) [Protection of Privacy and Associated Procedures \(GV0235\)](#).
- 4) [Sexualized Violence Prevention and Response \(GV0245\)](#).