Principles of Conduct for the UMCES Community:

UMCES does not tolerate discrimination, harassment, or intimidation of any person or group on any basis, including race, ethnicity, religion, age, sex, sexual orientation, gender identity or expression, disability, national origin, citizenship status, socioeconomic background, position or title, political affiliation, caretaker status, or other characteristics. Accordingly, all members of the UMCES community should expect to be held to the following Principles of Conduct:

1. **Treat all members of the UMCES community with respect, fairness, and courtesy at all times.** Actively cultivate a work environment that is respectful, supportive, friendly, and free from harassment and intimidation. Your colleagues are people first and foremost. Physical and mental health, safety, and well-being are always top priorities.
2. **Conduct yourself in a professional manner**. Expect and require the highest professional and ethical standards not only from yourself but also from your colleagues, collaborators, mentors, and mentees. Hold one another accountable.
3. **Communicate openly and honestly** within UMCES, with outside colleagues and collaborators, and with the public.
4. **Critique output, not individuals**. Give constructive feedback with kindness and respect, and receive constructive feedback with an open mind.
5. **View challenges, setbacks, and criticism as opportunities for growth and learning**.
6. **Educate yourself on structural inequalities and recognize that many people face barriers to success that you yourself may not have encountered.** Learn about the role UMCES can play in dismantling these barriers and ensuring that everyone has opportunities to reach their potential academically, professionally, and/or personally without unnecessary hardship.
7. **Respect one another's cultural backgrounds and life experiences.** Remember that personal and societal circumstances, both outside and within the institution, affect individuals differently.
8. **Remember that your actions can inadvertently be injurious to others even if you do not intend them to be.** Intent does not mitigate impact. Behave towards someone whom you unintentionally harmed emotionally the same way you would respond to someone whose foot you accidentally trod upon; acknowledge the impact of your actions, apologize, and do better going forward.
9. **Be mindful and respectful of constraints on one another's time, both in and out of the workplace.** Everyone balances many duties and demands on their time. Set clear expectations for schedules and deadlines.
10. **Recognize the value and unique contributions of everyone within the institution, regardless of job description or seniority**.
11. **Be mindful of power hierarchies and consider how power imbalances can affect how people interpret your words, behaviors, and actions**.

Related UMCES Policies and Procedures

In addition to the UMCES Principles of Conduct, every member of the UMCES community is expected to fully comply with all policies as outlined in the Consolidated USM and UMCES Policies and Procedures ([link](#)).

Resources

When disagreements arise, UMCES recommends a three-tiered process:

1. Whenever possible, engage in honest and civil dialogue between the parties involved as a first step toward resolving disputes.
2. If attempts at resolution are not successful, or if guidance from a third party is necessary, report the situation to a direct supervisor or laboratory director, or to a designated Ombudsperson[*] who will facilitate resolution in an anonymous, confidential, and neutral manner.
3. If the first two suggestions do not resolve the issue or are impractical to undertake, individuals may engage with [UMCES Human Resources](#) or seek support from other offices including the [UMCES Title IX Office](#), [UMCES Ombuds Services](#) or others as appropriate. Should a supervisor/director wish for additional input or guidance in resolving a dispute they are likewise encouraged to reach out to UMCES HR or the UMCES Title IX Office as appropriate.