

School of Physics and Astronomy – Code of Conduct

The School of Physics and Astronomy at the University of St Andrews is committed to providing a safe, productive, inclusive and welcoming environment for all staff, students and visitors. All colleagues including, but not limited to, staff, graduate students, honorary staff, volunteers, exhibitors, service providers, and others are expected to abide by the School's Code of Conduct. Additionally, this Code of Conduct applies to all conference, workshop, outreach and fieldwork participants and speakers attending School-run events in public or private facilities, including those sponsored by external organisations, where other organisations codes of conduct are not in place.

Good conduct includes:

- Treating all colleagues with respect and consideration, valuing diversity of views and opinions.
- Being considerate, respectful, and collaborative.
- Communicating openly with respect for others, critiquing ideas rather than individuals.
- Abiding by the law and rules and policies of the facilities.

Examples of unacceptable behaviour include:

- Aggression, bullying, harassment, intimidation or discrimination in any form.
- Inappropriate innuendo, inappropriate jokes, physical contact, sexual attention, stalking, and inappropriate use of visual media of an individual.
- Offensive or exclusionary comments and behaviour related, but not limited to, characteristics such as age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.
- Inappropriate use of nudity and/or sexual images.
- Sustained disruption of talks.

This is not an exhaustive list and more detailed information can be found in Appendix A of the University's [Dignity and Respect at Work Policy](#).

Reporting Unacceptable Behaviour

- Unacceptable behaviour should be reported to your School line manager and/or event organiser as appropriate.
- Use [Report + Support - University of St Andrews \(st-andrews.ac.uk\)](#) which has the option for the reporter to remain anonymous.
- You may also contact the Human Resources diversity team on telephone ext. 1649 or diversity@st-andrews.ac.uk
- All workshops, conferences and events open to external participants should have two organising members who are designated contact points for matters related to the CoC.
- Anyone experiencing or witnessing behaviour that constitutes an immediate or serious threat to safety is advised to contact 999.

Consequences

The University has formal disciplinary procedures that are followed in cases where staff and students are alleged to have breached the relevant policies. These procedures can lead to expulsion, suspension, restrictions, fines and formal reprimands depending on the severity of the breach. Infringements of this code by visitors attending events organised by the School will be reported to their respective organisation by the Head of School. For graduate students not

acting in a teaching capacity, the relevant document is the [Sponsio Academica](#). The relevant University of St Andrews Human Resources policies are:

- [Dignity and Respect at Work Policy](#) which "sets out the procedure for raising, addressing and resolving concerns about individual or organisational behaviour in regards to bullying, harassment, discrimination or victimisation in the workplace and in any workrelated setting outside of the workplace - for example, business trips and work-related social events."
- [Grievance policy](#) which "sets out the framework for raising, addressing and resolving concerns without unreasonable delay."