



CTELab Policies Document

For all members of the group to understand and agree to.

Ethos: *We are a group of scientists who care deeply about our mission, which is to research and understand the complexities of the world. We enjoy the challenges of great unknowns, doing so with zestful, vigorous curiosity. We value this pursuit of knowledge but above all else, we hold sacred the quality of life for everyone in our group, and everything under our influence, including our study subjects.*

Ethos in Practice: We agree to think strategically about the welfare of ourselves, each other, and our working environment generally. This means that we value everyone's perspectives about working environment and research strategies, even if they differ from our own. We embrace creativity. We embrace humor, as long as it's not hurtful. We all agree to strive to contribute to a positive attitude and caring environment. However, life is very complex, and a positive outlook isn't always easy or warranted. We nonetheless all agree to make this as positive a space as we can for everyone. Thus, we all agree to honesty, even if this means that we face somewhat uncomfortable feelings and communicate about them. We all agree to be sensitive to each other's feelings. We will not tolerate hurtful behavior or physical, verbal, or any 'subtle' aggressions against anyone's personal space or integrity, which we hold sacred.

Lab policies: (not in order of importance)

- 1) **Communicate about your needs.** Please schedule meetings with your mentor(s).
- 2) **Maintain a clean, organized work space** (in both personal and shared lab spaces)
- 3) Everyone will participate in **monthly lab-wide cleanup efforts.**
- 4) The **official policy on pets in the lab:** pets are not forbidden, but they are only allowed on 'special' occasions (e.g., sick animals, various personal circumstances). You make the call on what is special; just be considerate and keep this to a minimum. If someone has a pet allergy, then the official policy will change to accommodate people's well-being.
- 5) **Put stuff in its place.** Keep floors generally free of gear, boxes, buckets, messes. Keep counter tops clear and clean. If stuff doesn't have a proper place and it is cluttering up the lab, bring this up in a lab meeting so that we can agree on a proper place for it.
- 6) **Keep doors and windows to the building locked,** except during hours when you are in or out of the lab a lot. Put especially valuable items in locked cabinets.
- 7) **Work a 'full time' schedule, but choose your exact hours according to your needs.** Take care of yourself physically and mentally and do what you need to maintain your working efficiency. It's generally best if we all work M-F, for ~40 hours per week. There is usually hard work behind real success. Strive for working *efficiency* (sustainable).
- 8) **Social media is great,** but during work hours focus on *production* rather than *consumption*.
- 9) **Back up your data.** Develop a system for backing up your computer and data on a regular (preferably automated) basis (ask for resources if you need them).
- 10) **Tidy your data and archive to Open Science Framework (OSF).** Tidy your data (lessons available) and share all data products with Galloway via the OSF lab website.
- 11) **Attend all seminars.** The default policy is that we all attend all science seminars and student defenses, unless you have a good reason not to.
- 12) **Attend lab meetings.** Everyone is expected to attend regular lab meetings and do readings or other prep work as necessary for meetings.
- 13) **Seek collaboration.** Science is a team sport. Work together and *communicate about expectations*. Get feedback from your mentor(s) about co-authorship and collaboration.
- 14) **Adhere to the lab *ethos* statement and *ethos in practice* statements** above.

Contract: I, _____ agree to these terms. Date: _____