

## Code of Conduct

### *Nordic Optical Telescope (NOT)*

*If you experience uncomfortable situations related to fair treatment, courtesy and respect, and would like to report them, please approach any of the people below individually in confidence; Amanda Djupvik [amanda@not.iac.es](mailto:amanda@not.iac.es), Petri Väisänen [petri@not.iac.es](mailto:petri@not.iac.es), Heidi Korhonen [korhonen@mpia.de](mailto:korhonen@mpia.de), or Ulrik Ingerslev Uggerhøj [ulrik@phys.au.dk](mailto:ulrik@phys.au.dk). All reports and the identity of the person will be treated confidentially, regardless of the recipient. Any subsequent actions will be taken in close consultation with the individual who reported the incident.*

*This Code of Conduct applies to all employees, students and visitors at the Nordic Optical Telescope.*

### Respect

We value honesty and the highest standards of ethical behaviour and promote a supportive workplace. All interactions are conducted with consideration and respect and the workplace is harassment-free; abusive, intimidating, humiliating or demeaning behaviour is not acceptable under any circumstances. We recognize that we all from time-to-time face challenges and difficulties, and therefore encourage an open and appreciative culture at the Nordic Optical Telescope (NOT), where staff, students, visiting astronomers and affiliates can raise matters without fear of retribution.

We see the culture at NOT as a proactive environment, where we continuously seek to improve and suggest new innovative approaches regarding both research-related work, social initiatives, and internal work structures.

We aspire to respectful behaviour by:

- being open listeners and receivers of information related to NOT.
- acting responsible towards each other and visiting astronomers.
- providing constructive and accurate comments and feedback.
- suggesting improvements through reflection, courage, and innovation.
- speaking up to the administrative management when experiencing wrongdoings.

### Acceptance

The group at NOT is made up of individuals from different cultural, social, ethnic, and educational backgrounds and equal opportunity and treatment are afforded to all colleagues, regardless of sex, gender, race, ethnic and national origin, socio-economic background, political affiliation, religion, age, marital status, sexual orientation, disability, and any intersection thereof.

We acknowledge and accept each other's differences and seek to understand these in a constructive manner by:

- being committed to create an inclusive place of work, teaching, and learning.
- treating all people at NOT with respect and sensitivity.
- valuing yourself and others with a high regard for individuality, diversity, and academic freedom.

- showing consideration and responsibility for the workplace at NOT, helping each other to ensure its usefulness, professional standard, and appearance.

## Professionalism

The aim of the NOT is to have high scientific productivity, and to maintain and further develop our position as state-of-the-art, top class astronomical facility.

NOT is a professional research facility by:

- operating the facility with honesty and integrity.
- supporting freedom in operating the facility and ensuring that new ideas and projects are supported if they do not pose an obvious risk to the operations.
- clearly acknowledging access to data.
- not tolerating plagiarism or any other unethical behaviour.

## Inclusiveness

Professional activities and interactions at NOT are carried out with respect and consideration for other members of the groups at NOT at any stage of their career. NOT focuses on being an inclusive research unit where everybody welcomes new additions to the NOT community, and colleagues are motivated to act in ethical ways in their interactions, and written and spoken language should express respect, equal treatment, and consideration. We try to ensure inclusiveness by organizing recurrent staff events and engaging each other in daily activities.

## Conference guidelines

[Adopted from the [European Astronomical Society meeting guidelines](#)]

When attending workshop/conferences, we encourage all staff members and students affiliated to the NOT to have free discussions, and free exchange of ideas and scientific results. All professional interactions should be conducted with consideration and respect. This includes, but is not restricted to, interactions with other attendees, exhibitors, administrative, technical or other support staff.

For participants

- All attendees are expected to behave professionally and treat each other with respect for the duration of a workshop/conference in all activities related to these. Ideas and results must be respectfully discussed based solely on their scientific merits. Personal attacks are not tolerated.
- Appropriate and respectful language should be used by all attendees in their interactions throughout a meeting in all platforms a conference makes use of, be it video, audio, text and chat form. Participants are advised to be mindful and respectful at all times of cultural differences among the participants.
- Explicit consent from the speaker and the organisers should be sought before publishing of presentation recordings or video clips on any kind of media or platform (scientific publications, on social media, or on conference websites).

- Every attendee is expected to make their individual contribution towards a respectful and inclusive meeting climate. Any discriminatory behavior against colleagues on any basis, such as gender, gender identity, race, ethnic background, national origin, religion, political affiliation, age, marital status, sexual orientation, disabilities or any other reason will not be tolerated during a conference setting and in any event related to it.

#### For Presenters

- Please plan your talk in order to be strictly within the planned time. This will ensure that all speakers get the time necessary for their presentations and allow the full time allotted to Q&A.
- Make sure that all key content in the presentation is also relayed in the speech, and not only written in the slides, to allow visually challenged people to follow. The colour palette should be chosen to be colour-blind friendly (a simple check can be done using one of the many colour-blind simulator available, e.g. Colblindor).
- Use respectful language at all times, in the slides, during your talk, when answering questions. Demeaning, disrespectful or exclusionary language will not be tolerated. Critique ideas and not people.
- Be sure to indicate clearly, by stating it at the beginning of your presentation or writing it on your slides, if you are not comfortable with screenshots of your slides being publicized on social media for the strict purpose of promoting scientific discussion.

If you need more information you can contact the [HR department \(Nat-Tech.HR.team1@au.dk\)](mailto:Nat-Tech.HR.team1@au.dk) at Aarhus University who can advise you in your specific case.

See also [AU's information and guidance for dealing with offensive behaviour](#)