

Here, we list cultural and professional expectations that we, as members of the Whiteman Lab, have collectively suggested and affirm. This agreement will be continuously updated into the future. The goal is to foster transparency and to create a more inclusive, equitable and professional workplace for present and future lab members.

## General Expectations

- We affirm the Berkeley Honor code: “As a member of the UC Berkeley community, I act with **honesty, integrity, and respect** for others.”
- We set our own schedules. There are no expectations for keeping particular hours in the lab. We also keep our commitments. If we are late or cannot make an appointment/meeting, we do as much as we can to inform the parties in advance. We take days off each week, we schedule and take vacations, and we celebrate these!
- We report unsafe workplace behaviors we observe in the laboratory (that violate university policy) directly to Noah (when possible). Noah will address the issues with the person involved and keep your information as confidential as possible (he is a mandatory reporter, which means that he must report victims of certain violations to his superiors immediately). Message from Noah to all lab members: “I have your backs and care about each of you equally.”
- For those from other cultures/backgrounds (particularly those from other countries), it may be difficult to understand ‘inside jokes,’ puns and that kind of humor, which can feel exclusionary. We work hard to include everyone so that they can share in the fun.
- **We are adults and professionals.** We are mindful that we are in a space of diverse identities and mindsets. To make the workplace fun for everybody, we prioritize professionalism when interacting with our colleagues in the workplace. We avoid rude and insensitive language and any language that is intended to elicit anger. We use swear words in moderation and only when appropriate. We also recognize that it’s up to our own discretion on how we interact with colleagues in our private life.
- We listen to feedback and critiques of your own work and behavior from colleagues, mentees and mentors (i.e., if advice is given, we genuinely consider it). This shows that we respect the time of others in our group.
- We are each expected to attend lab meetings and set aside 1.5 hours fully for this. During lab meetings (and other meetings involving lab members), we are present mentally and physically. We focus solely on the person presenting, actively listening and focusing on learning and helping. We do not do other work on our devices (unless there

is an emergency in which case we excuse ourselves and deal with this). We don't carry on conversations while somebody else with the floor is speaking.

- We carefully construct our critical feedback so that it is constructive in a gentle but frank manner. This means: we mention the good points of the talk/research, but also point out areas that are unclear or that need improvement. Focus on the work, not the person.
- Comments on appearances should be minimized even when intended as a compliment (e.g., continuous comments about people's hair).
- We support one another by kindly offering assistance when someone is seeking help, or if we notice someone struggling. We do so in a way that isn't patronizing, reminding ourselves that we have all struggled and will struggle at different times in our lives for both personal and professional reasons.
- We think carefully before speaking about a group of people to which we don't belong.
- We give credit to the contributions of all lab members equally and in accordance with their effort.
- We expect and maintain high standards for our research, and give everyone the tools to meet those standards.
- We provide professional support to one another (i.e. reading and editing proposals, giving feedback in lab meetings).
- We keep our lab clean and organized so that other lab members feel comfortable doing experiments. If common items are getting low (e.g. pipette tips), please order or report to other lab members so that people have the equipment they need to conduct their experiments.

### **Addressing conflict**

- We assume most people operate with good intentions. Nonetheless, in each of ourselves, we cultivate a willingness for constructive feedback, if we miss the mark.
- If an issue that is upsetting arises, we talk to the person involved one-on-one (in private) first if we feel comfortable talking to that person (e.g., you are not worried they will get defensive or you feel unsafe). Noah can be confidentially brought into the loop if the parties are having difficulty resolving issues, and can work as a neutral arbiter.
- If an issue for a friend comes up, we listen to them with compassion and acknowledge the situation and their feelings. If we are sharing something sensitive, we ask the recipient whether they want to hear it and respect their choice to opt out. When somebody asks us to hold something in confidence and we've agreed to do it, we respect that agreement.

- We are open to feedback and constructive dialogue. Even if we initially think we're in the right, we do our best to avoid being defensive, and we listen to concerns with the intent to understand, rather than with the intent to respond.
- We all make mistakes. We handle conflicts with honesty and respect until an understanding is reached. We admit to our mistakes and strive to learn from them.

### **Specific Communication Agreement for Meetings (including weekly lab meetings)<sup>1</sup>**

- We do not raise our voices (no yelling or raging) at any time anywhere.
- We will speak for ourselves and allow others to speak for themselves, with no pressure to represent or explain a whole group.
- We will listen with resilience, “hanging in” when something is hard to hear.
- If tempted to make attributions about the beliefs of others (e.g., “You just believe that because...”), we will instead consider asking a question to check out the assumption we are making (e.g., “Do you believe that because...?” or, “What leads you to that belief?”).
- We will share airtime by allowing all participants to speak and contribute equally to the conversation.
- We will not interrupt except to indicate that we cannot or did not hear a speaker. Or, if a lab member is giving a presentation and expressly desires to be interrupted.
- We will assume good intentions without ignoring impact.
- We will keep in mind that understanding and agreeing are not the same thing.

### **Accountability Agreement**

- We agree to contribute to our lab’s cultural guidelines to the best of our ability by adding/modifying this document in the spirit of maintaining an inclusive and equitable workplace culture.
- We agree to review the guidelines and agreements presented in this document at least every semester while we are members of the lab.

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<sup>1</sup> Note that this list may overlap expectations listed above. This section is intended to clarify professional meeting standards, specifically for the purpose of lab meetings and smaller meetings involving lab members.