
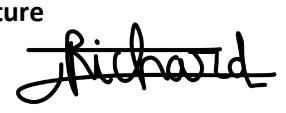
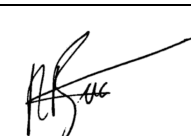



BlueMUSE Code of Conduct

Reference	BMU-00045
Issue	1.00
Status	RELEASED
Date of issue	01/12/2023

Prepared Remi GIROUD	Date 01/12/2023	Signature 
Checked Johan RICHARD	Date 01/12/2023	Signature 
Approved Roland BACON (on behalf of BlueMUSE Executive Board)	Date 01/12/2023	Signature 

Change Record			
Issue	Date	Sections affected	Comments
1.00	01/12/2023	All	Part of this code of conduct is inspired from the HARMONI and 4MOST Codes of conduct.

	BlueMUSE Code of Conduct	Reference	BMU-00045		
		Status	RELEASED		
		Issue / Date	1.00	01/12/2023	
		Page	2 / 7		

1 Introduction

The present code of conduct is a set of values, process, rules and principles that every member in the BlueMUSE consortium (hereafter ‘BlueMUSE member’) shall endorse and respect. It is applicable at all time during the project and construction phase and during the scientific exploitation. It aims at creating an inclusive, respectful, healthy, and collaborative working environment. This code of conduct sets up a framework that will allow to have principles-guided ethical decision-making. Any member of BlueMUSE consortium shall comply with both its own institute’s code of conduct and the present BlueMUSE code of conduct.

The BlueMUSE code of conduct is structured as follows:

- Commitments
- The BlueMUSE Values
- Communication good practices
- Definition of the rules, processes and guidelines applicable
- Resolution of conflict processes
- Applicable sanctions
- Special focus on Meeting guidelines

2 Commitments

Every BlueMUSE member shall respect the following commitments:


Uphold the law: Every BlueMUSE member commits to comply with applicable laws at all times.

Honour the code: BlueMUSE members shall at all time and in all circumstances respect this code of conduct and always use their best judgment when faced with a dilemma or concern.

Speak up: If a BlueMUSE member is asked to do something that makes them uncomfortable or if any suspicious activity seems to go against this code, any team member (directly involved or not) shall speak up by using the channel that feels the most appropriate (see the section about the different escalation processes).

Communicate legitimately on behalf of BlueMUSE: Whether in public speech, press or social media, one shall not speak on behalf of BlueMUSE without prior approval by the PI. At all times, the information communicated shall be reliable, consistent and accurate. When speaking, a team member shall always be very clear about the distinction between their personal opinion and BlueMUSE point of view.

Safety, always, everywhere: Workplace safety for BlueMUSE members, ESO, suppliers, visitors shall never be compromised, for any reason. Any threatening or violent behaviour has no place in BlueMUSE.

	<p style="text-align: center;">BlueMUSE Code of Conduct</p>	Reference	BMU-00045		
		Status	RELEASED		
		Issue / Date	1.00	01/12/2023	
		Page	3 / 7		

3 The BlueMUSE values

3.1 Integrity & Ethics

Integrity means being honest, ethical and following defined principles.

We expect every BlueMUSE member to take commitments seriously, to be accountable for the results and to strive for excellence.

For BlueMUSE, we define the following six pillars of integrity:

- To respect others and yourself at all time, in any situation
- To express gratitude for the help of others
- To be responsible and accountable for your actions
- To value honesty and openness in all your communications
- To help your co-workers (be reliable and trustworthy)
- To be patient and flexible

3.2 Diversity & Inclusion

All BlueMUSE members shall promote equality of opportunity and treatment for all of their colleagues, regardless of age, disability, gender, marital status, medical condition, ethnic or national origin, pregnancy, race, religion or belief, sexual orientation.

Specific attention shall be given to key project roles attribution equity within the consortium to fully represent the diversity of BlueMUSE consortium.

3.3 Respect

BlueMUSE members should thrive to treat everyone encountered in their professional life with respect, to solicit and listen to diverse opinions, and to treat such opinions with civility.

Typical example of respectful behaviour:

- Think carefully about your words and actions at all times
- Never say or do anything others might find offensive
- Speak up when we see disrespectful behaviour
- Always treat others with openness and kindness

BlueMUSE members shall give credit where credit is due.


3.4 Work-Life balance

To respect the private time of BlueMUSE members, meetings shall be scheduled in regular working hours, as far as feasible for a project distributed over multiple time zones.

Requests, whether face to face or written shall not expect a reply outside the regular working hours. Therefore, except in case of emergencies, requests shall be anticipated as much as possible.

3.5 Social & Environment responsibility

BlueMUSE is a project built for the community, in every sense of it. Therefore, we recognize the environmental responsibilities associated with all aspects of the project activities and we aim for understanding, quantifying, and improving the environmental footprint of these activities.

	BlueMUSE Code of Conduct	Reference	BMU-00045		
		Status	RELEASED		
		Issue / Date	1.00	01/12/2023	
		Page	4 / 7		

4 Communication good practices

This Code of Conduct is applicable to all forms of communication within the BlueMUSE Project, whether in person at the workplace or at meetings, during video- and teleconferences, in emails, using any of the BlueMUSE Project communication tools, or on social media.

For communications without face-to-face contact, special care should be taken as the non-verbal context is lacking and immediate feedback and clarification cannot always be provided, hence creating the potential for long lasting misconceptions and aggravations.

The Code of Conduct recognizes that English is not the first language for a majority of BlueMUSE members. Everyone, particularly native English speakers - should take care to ease others' understanding (e.g. avoiding slang, slowing down, or emphasising breaks between sentences). We encourage people to ask for clarification when the wording is unclear. This applies both to written and oral communication.

Be inclusive, but include in your communication only those persons from whom you can reasonably expect to have an interest in your message. In particular, please give some thought before distributing a message to a large distribution list on a topic that may concern only a few people. Redistributing private communication containing personal feelings or personal opinions without consent of the originator is considered a violation of the Code of Conduct.

A person desiring an even higher degree of privacy for the correspondence can add the following sentence to an email: "The content of this email is confidential and intended for the recipient(s) specified in this message only. It is strictly forbidden to share any part of this message with any third party, without written consent of the sender." Please realize that even emails marked as private may have to be released, in line with the email policy in force at your workplace.

5 Rules, Guidelines & Process


5.1 Decision-making

When faced with a decision that seems controversial or requires further discussions, we encourage BlueMUSE members to contact the Project Office or one of the Respectful Workplace Advisor (RWA), see section 6.

5.2 Discrimination and harassment policies

The BlueMUSE Consortium will not tolerate verbal, nonverbal, physical, moral, or sexual harassment or bullying of any kind in the work environment of its members. Violations may lead to sanctions as described below.

Behaviour and language acceptable to one person may not be acceptable to another. Members should make every effort to ensure that words and actions communicate respect for others. Unwelcome attention, threatening or abusive language, insulting, hurtful, or disrespectful comments, have no place in the BlueMUSE Consortium and will not be tolerated.

	BlueMUSE Code of Conduct	Reference	BMU-00045		
		Status	RELEASED		
		Issue / Date	1.00	01/12/2023	
		Page	5 / 7		

Harassment is defined as the improper and unwelcome conduct that might reasonably be expected or be perceived to cause offence or humiliation to another person. Harassment may take the form of words, gestures or actions which tend to annoy, alarm, abuse, demean, intimidate, belittle, humiliate or embarrass another or which create an intimidating, hostile or offensive work environment.

Members shall not recklessly or maliciously injure, or attempt to injure, directly or indirectly, the reputation, careers, or career prospects of others.

5.3 Misconduct

All BlueMUSE members shall demonstrate individual and organizational integrity in all professional matters. Fabrication of data or selective reporting of data with the intent to mislead or deceive is unethical, unacceptable, and fraudulent. The same applies to any kind of plagiarism (including internal communications) and the appropriation of unpublished data or research results from others without permission and attribution. It should be recognized that honest errors are an integral part of the scientific enterprise. It is not unethical to be wrong, provided that errors are promptly acknowledged and corrected when they are detected.


6 Resolution of conflicts and complaints

Consistent with the overarching goal of being a collaborative, team-oriented, and an inclusive project, this section provides several avenues and steps for conflict resolution, with the hope of achieving satisfactory outcomes without formal sanctions.

In a case where mediation does not resolve the complaint, sanctions as described in section 8 in this document may be applied. Confidentiality will be maintained whenever requested. However, if it becomes apparent, at any point during the complaints process, that the complaint implies potentially unlawful acts, or there is serious risk of imminent harm to the physical or mental health of people involved, the appropriate authorities will be notified immediately through any consortium member, in line with applicable laws, regulations, and policies. The report initiator does not necessarily have to be the victim of the perceived violation; any witness or person with credible evidence may report a possible violation if they personally feel violated or have concern about possible future violations against colleagues.

Depending on circumstances, BlueMUSE members have several options to act on possible violations of the Code of Conduct.

1. Within a single institute
 In a case where the issue arises between two or more members of the same BlueMUSE institute, where possible and appropriate, it should be handled through the available channels and processes of the home institute. In case this leads to a formal complaint, option 3 shall be followed.
2. Contact a Respectful Workplace Advisors (RWA)
 The possible violation can be discussed with one of the BlueMUSE “Respectful Workplace Advisors (RWAs)”, (The list of RWA is accessible and maintained on BlueMUSE Electronic Document Management Software). RWAs are familiar with the organizational structure of the BlueMUSE Consortium and can provide current information about services, programs, policies, and procedures. To maintain independence from conflicts of interest, we will ensure

	BlueMUSE Code of Conduct	Reference	BMU-00045		
		Status	RELEASED		
		Issue / Date	1.00	01/12/2023	
		Page	6 / 7		

a suitable number of RWAs are available, spread across the different BlueMUSE institutions, and ensuring they are English speakers. Project members can contact whichever RWA they feel is appropriate. The contacted RWA shall provide confidential, informal, independent, and neutral advice, including suggesting ways to resolve the dispute (either by direct communication or via mediation). In keeping with the informal, confidential, and independent role, speaking with an RWA about a problem does not result in the generation of records, nor does it constitute legal notice to the institutions of the Project members involved about the existence of a problem.

3. Formal complaint

Any formal complaint shall be directed to the executive board through one of its members. This member will be in charge of forming a Complaint Panel composed of three executive board members from different institutes. The Panel will review the case and decide whether to investigate the issue in a discreet manner, or to refer the case to an external body with jurisdiction over the accused, such as one or more of the institutions employing those involved. Anonymous complaints cannot be investigated and no investigation that could lead to sanctions can be done without a formal complaint.

Should the Complaint Panel decide to pursue an investigation, based on the evidence it will arrive at a decision regarding fault and the resulting sanctions to be imposed, and will inform the involved parties. It will also inform the Executive Board of the existence of the case and its resolution, including, if fault was found, the name of the respondent and the decision on sanctions, but without names of the initiator(s) or any witnesses or details of the complaint. The initiator(s) shall also be informed about the resolution. All reports remain confidential, unless the Complaint Panel resolves otherwise.

It is important to protect individuals from false, unsubstantiated, or inaccurate accusations. It is a violation of the Code of Conduct to knowingly provide false information, knowingly make a false report of suspected misconduct or a subsequent false report of retaliation, or knowingly provide false answers or information in response to an ongoing investigation.

7 Retaliation


Retaliation toward a member who pursues any of the options mentioned above, or toward anyone assisting either in the conflict resolution process or in the investigation of a formal complaint, is a violation of this Code.

8 Sanctions

Violations of this Code of Conduct can result in a wide range of sanctions, depending on the severity, including verbal or written warning and, in extreme cases, suspension or revocation of BlueMUSE Consortium membership. Should a formal sanction be imposed, the home institution of the sanctioned person, and the BlueMUSE Executive Board will be informed.

Following a formal complaint, the Complaint Panel may decide on the appropriate level of sanction. The first level of sanction will be a verbal censure for breaching the Code of Conduct. The Panel will clearly identify the offensive action, its consequences, and ask the person to reflect on the perceived impact. The Panel may also recommend to the Project Office to restructure lines of reporting to avoid potential future conflict.

The second level of sanction, for more serious violations, will be a written warning.

	BlueMUSE Code of Conduct	Reference	BMU-00045		
		Status	RELEASED		
		Issue / Date	1.00	01/12/2023	
		Page	7 / 7		

The third level of sanction, in the case of repeat offenses, or those where the violation is extreme / unlawful, the Panel will initiate formal action with the Project Office to have the person removed from the BlueMUSE Consortium and to contact the home institution.

BlueMUSE members can use the complaints process described above to initiate a formal complaint against a BlueMUSE member who has been sanctioned or censured by their department, institution, or professional society based on conduct violations. The Complaint Panel has the right to apply similar sanctions or censure without any further detailed investigation provided sufficient information is available to determine that the concerned activities violate the BlueMUSE Code of Conduct or places BlueMUSE members at risk.

9 Meetings Guidelines

The overall code of conduct applies for meetings.

In addition, several aspects need to be respected to have healthy, constructive meetings:

- Behave professionally: Harassment is strictly prohibited in all its forms including, for example, disruption of talks, inappropriate physical contact, sexual attention, deliberate intimidation, stalking and recording of an individual without consent. Sexist, racist or exclusionary comments or jokes are never appropriate.
- Be punctual, respect time limits for agenda items and aim at staying for the entire meeting.
- Communicate openly and directly, it shall be appropriate for a professional audience of many different backgrounds.
- Be courteous, listen attentively, and be respectful of other points of view.
- Participate fully in the group exchange, and do not engage in side-line conversations, cross-talk, or distracting behaviours.
- Be flexible and open to change and new ideas.
- Stay on task and not divert attention to other unrelated topics.
- Be solution-focused, seek opportunities, challenges, possibilities, and strive for consensus in decision making.
- Ultimately, make decision based on what is best for the project and its outcome.

Attendees asked to stop any inappropriate behaviour are expected to comply immediately.

Attendees violating these rules may be asked to leave the meeting at the sole discretion of the organizers.

10 Acknowledgement

We warmly thank the HARMONI and 4MOST consortium for sharing their Code of Conduct with us. This document draws heavily (including re-using text) on both documents, which we acknowledge gratefully.