Thank you for helping make our Department a welcoming, friendly place for everyone. All staff and students in the Department are expected to show respect and courtesy to other members and receive respect and courtesy from others.

This Code of Conduct reflects University-wide policies and applies to all community situations, online and offline, including mailing lists, forums, social media, conferences, meetings, associated social events and one-to-one interactions.

Everyone is encouraged to speak up about any issue. Anyone asked to cease any behaviour that contravenes the Code of Conduct is expected to comply immediately, regardless of original intent.

Concerns can be brought to the confidential attention of your representative, supervisor, line manager, listener, student services or Human Resources. Anonymous comments can be made via a QR code which links to a Google form that is accessible by Hicks support staff.

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**Respect**

We will:

- treat others with tact, courtesy and respect,
- not tolerate verbal, non-verbal or physical harassment of any kind,
- not tolerate bullying of any form including - though not limited to - physical bullying, verbal abuse, disparagement, intimidation or exclusion,
- recognise that behaviours acceptable to one person may not be to another, and reflect on our impact rather than intent.

**Diversity**

We will:

- respect and value differences,
- actively discourage discrimination on the basis of - though not limited to - sex, sexual orientation, gender identity, disability, physical appearance, body size, age, race, nationality, ethnicity, political affiliation, religion, pregnancy or status,
- refrain from use of sexual language or imagery, sexist, racist or other exclusionary jokes,
- be inclusive, recognising that as humans we are biased and we pledge to foster awareness of our own biases to better combat them.

**Integrity**

We will:

- be accountable for our own actions and exercise authority responsibly and transparently,
- address conflict in a constructive and respectful manner,
- demonstrate fairness, impartiality and honesty,
- understand what is expected of us and strive to fulfil our role to the best of our ability, as well as act upon constructive criticism,
- welcome questions & will answer them respectfully, as well as provide constructive criticism and feedback when appropriate.

For further information, staff are referred to the Faculty Equality, Diversity & Inclusion pages: https://sites.google.com/sheffield.ac.uk/edi/home Students are expected to familiarise themselves with their rights and responsibilities https://www.sheffield.ac.uk/rs/code/responsibilities and the institutional Code of Conduct https://www.sheffield.ac.uk/ssi/student-code-of-conduct Student services provide information for how to tackle bullying and harassment https://www.sheffield.ac.uk/ssi/warden/index while postgraduate students and their supervisors are also referred to the Research Services Code of Practice https://www.sheffield.ac.uk/rs/code This Departmental Code of Conduct has been adapted from http://www.astropy.org/code_of_conduct.html https://isst-uk.atlassian.net/wiki/spaces/HOME/pages/50924278/Code+of+Conduct and http://hr-dep.web.cern.ch/content/code-of-conduct