

Rubin-LSST France Code of Conduct

Introduction

An organization's code of conduct is an official statement of values and practices within the organization. The code formalizes a set of principles of action and "minimum" standards: by publishing its code of conduct, the organization commits to observe these standards and to ensure that its potential partners also do so.

1 - General Principles

The Rubin-LSST France collaboration is a scientific community composed of members from different laboratories with diverse backgrounds. Rubin-LSST France strives to provide an inclusive and respectful work environment for all its members, regardless of age, status, origin, or any other personal attribute. This code of conduct aims to specify the expected behavior of each member of Rubin-LSST France in their interactions with others so that everyone may contribute to a conducive work environment, with respect for all.

This code of conduct extends to all applicable laws in France regarding the work environment and exchanges between people. Scientific debate is an exercise based on exchanges of sometimes contradictory ideas which is to be encouraged, but it cannot bear fruit without respect and listening to all participants, which this code seeks to protect.

All members of the Rubin-LSST France collaboration must comply with this code of conduct, and participants in meetings or work of the collaboration who wish to join must consider the terms of the code of conduct as a condition of acceptance into the collaboration. Any participation in meetings or work of the collaboration implies prior acceptance of this code of conduct.

2 - Rules and Principles

This code of conduct must be respected during all interactions between members of Rubin-LSST France (meetings, conferences, email, instant messaging, etc.). Special attention must be paid to respecting one another during exchanges between participants, during discussion sessions, as well as during informal moments that may occur outside of the event.

Participation in an event organized by the Rubin-LSST France collaboration implies tacit acceptance.

- Harassment and Discrimination

Following French legislation, the Rubin-LSST France collaboration prohibits any form of discrimination, in particular based on gender, age, origin, ethnicity, nationality, social origin,

family situation, religion, sexual orientation, physical appearance, health status, disability, pregnancy status, trade union membership, or political opinions.

The Rubin-LSST France collaboration does not tolerate any form of moral or sexual harassment, whether physical, verbal, or non-verbal. People in a hierarchical position of authority must ensure a respectful working environment for the members of the scientific collaboration that they are responsible for, encourage collaboration and avoid unilateral decisions based solely on their authority. Members of the collaboration must ensure that their words and actions are always respectful of others, taking into account the sensitivities of each individual.

- Scientific Ethics

Members of the Rubin-LSST France collaboration must conduct their scientific research in accordance with the [French Charter of Ethics for Research Professions](#) (translated in English in essence [here](#)). Falsification or appropriation of data or results, plagiarism, appropriation of the work of others, or any other scientific misconduct will not be tolerated.

3 - Contact and Reporting Procedure

- Contact Person

Each meeting of the Rubin-LSST France collaboration has at least two "contact persons." The role of the "contact persons" is to enforce this Code of Conduct, that is, to intervene if a deviation from the code of conduct is observed or reported in order to remind of the rules and correct the observed deviations. If a disagreement is noted, mediation should be put in place to resolve the dispute.

- Reporting

Any member of Rubin-LSST France who wishes to report a violation of the code of conduct in the context of an activity related to Rubin-LSST France can approach a "contact person" during a meeting or at any time file an official complaint by directly contacting any member of the EDIM¹ committee of Rubin-LSST France. The EDIM committee will serve as the main point of contact during the confidential processing of the complaint. It will also ensure the absence of conflicts of interest.

Any report must be made in good faith and with the aim of ensuring a respectful working environment for all. Members of the collaboration are required to provide truthful statements to the best of their abilities. Any malicious or intentionally harmful report constitutes a violation of this code of conduct.

¹ Egalité, Diversité, Inclusion et Médiation : cf. Rubin-LSST France advisory board 21/11/2018 : <https://docs.google.com/document/d/1VkJ5ZATWoYAM1Hp2y9IH8ErhkmO92taD-WWY48VyE2l/edit?usp=sharing>

Retaliation or pressure against a person who files a complaint related to the code of conduct, or against anyone who participates in the mediation process or investigation of an official complaint, constitutes a violation of this code.

- Reporting and Resources

The Rubin-LSST France code of conduct applies to exchanges within our collaboration and aims to provide assistance in our professional and scientific daily lives. It is based on reporting and processing procedures that are specific to it. It does not replace reports that could be made to the CNRS committee set up by the circular of July 2022 (signalement@cnrs.fr), which can also be contacted, or to university authorities if the person concerned is affiliated with them.

References :

- DESC Code of Conduct: https://lsstdesc.org/assets/pdf/policies/LSST_DESC_Professional_Conduct.pdf
- Rubin Code of Conduct: : <https://project.lsst.org/workplace-culture/coc/introduction> and <https://www.lsst.org/scientists/codes-of-conduct>
- DESC publication policy : https://lsstdesc.org/assets/pdf/policies/LSST_DESC_Publication_Policy.pdf
- Charter of ethics of the CNRS : <https://comite-ethique.cnrs.fr/charte/>

Rubin-LSST France Code of Conduct: Implementation

General principles

If a violation of the code of conduct is reported by a complainant or observed by a contact person, a reminder of the rules must be given, and the violation should be corrected to the extent possible. Mediation is the preferred solution to resolve disputes between members of Rubin-LSST France.

If mediation is not possible or in case of repeated behaviour, the EDIM committee may inform the advisory board of Rubin-LSST France of the need for a procedure to be put in place in accordance with the principles detailed below. It is understood that acts constituting a violation of the code of conduct may also be reported to the supervisory authorities of the person concerned, or to competent legal authorities if justified.

Complainants have a timeline that it is important to respect. No coercion or pressure should be exerted to encourage them to act, remain silent, or express themselves against their own will. They always remain decision-makers on the follow-up to their report: no action, development, or dissemination of information in the context of the procedures described below can be taken without their prior explicit consent.

1 - Mediation

Mediation refers to opening a dialogue between the complainant and the person(s) subject of the complaint. This dialogue is then assisted by one or more mediators (from the EDIM group or appointed by it) with the aim of facilitating exchanges and reaching a resolution that satisfies the different parties concerned.

Mediation aims to propose a framework conducive to exchanges and to call for the responsibility of each person in order to achieve the resolution of a conflict in a serene and rapid manner. It is based on neutral listening and understanding of each party, without taking a position or making a judgement regarding the conflict. This includes providing advice and support to those who seek it.

2 - Role of contact persons in meetings

At least one contact person is designated by the LOC during all meetings of the Rubin-LSST France collaboration. Contact persons are experienced members of the collaboration who are present throughout the meeting and may be members of the EDIM committee. They are required to have a good understanding of this code of conduct and their authority to act in accordance with it. They report directly to the advisory board of the Rubin-LSST France collaboration.

The meeting's contact person is available to meeting participants who experience conflicts or disputes in the context of Rubin-LSST France collaboration activities. The meeting's contact person works with the person making the complaint to identify options for managing and resolving disputes and conflicts. If a disagreement persists after the intervention of a contact person, they are authorized by the Rubin-LSST France advisory board to take the necessary measures to defuse the situation. These actions may go as far as requesting the offending party to leave the meeting as a precautionary measure.

3 - Confidentiality

All statements or exchanges collected in the context of an action related to a violation of the code of conduct are confidential. Any sharing of information with a third party must be done with the agreement of the person who provided the information and with the consent of the complainant. This provision allows all members of the Rubin-LSST France collaboration, in a confidential manner, to exercise their right to alert to report actual or potential situations of violation of the code of conduct.

4 - Processing a report beyond mediation

When processing a report to the EDIM committee and outside of the possibility of mediation, a temporary group specifically set up for the handling of the complaint (hereinafter referred to as the instruction group) will be formed in consultation between the advisory board of the Rubin-LSST France collaboration and the EDIM committee.

This instruction group, composed of a minimum of three individuals, will be identified with one person designated as the main point of contact for exchanges with the Rubin LSST-France advisory board. Its purpose will be to collect testimony and information that will enable us to recommend measures necessary for the smooth operation of our collaboration. It will also be required to maintain the highest level of confidentiality towards complainants and those implicated.

Members of the EDIM committee to whom complaints are reported, or members of the Rubin-LSST France advisory board consulted during the process, must disclose conflicts of interest and recuse themselves from administering the complaint if applicable.

Once the instruction group is formed, the person implicated in the complaint will be notified of the proceedings, and will be invited to engage with the group in the context of the investigation.

If the person implicated does not engage voluntarily, the instruction group can, at any time, ask the Rubin-LSST scientific collaborations concerned to request the temporary removal of the person from any responsibilities, committees, and/or working groups (LSST-SWG) to which they belong in order to ensure the tranquillity of the investigation. In the event that the implicated person is not associated with any scientific collaboration, the EDIM committee and the Rubin-LSST France advisory board reserve the right to make an immediate appeal to their laboratory of affiliation and, if necessary, suspend their activities

related to Rubin-LSST France. The Rubin-LSST France advisory board may subsequently decide to rehabilitate the person initially implicated if the instruction group's conclusions suggest it.

At the conclusion of the investigation, the Rubin-LSST France advisory board will be informed by the instruction group of the nature and severity of the violation of the code of conduct while respecting the confidentiality of the specific exchanges. Based on the instruction group's recommendations and the information available, the Rubin-LSST France advisory board will then be responsible for implementing any necessary measures and ensuring follow-up with the Rubin-LSST project management and scientific collaborations. It will also have the option to contact the laboratories of the individuals involved.

The EDIM committee or the instruction group may also advise the complainant on possible remedies with administrative bodies (CNRS, university, etc.) and may propose support for these procedures if needed and requested. The EDIM committee and the Rubin-LSST France advisory board commit to follow up on the processing conducted by these bodies.

If the complainant is a student, and if they so choose, the EDIM committee or the Rubin-LSST France advisory board may contact the student's university authorities (doctoral school, department head) so that the complaint and decisions made within our collaboration following the complaint can be communicated to them.