

UBC Institute for the Oceans and Fisheries (IOF) Code of Conduct and Response Protocol

Building on the [UBC Statement on Respectful Environment](#)

Final version 1.0 (2 June 2023)

Code of Conduct

As a unit of the University of British Columbia (UBC), the IOF is committed to necessary and ongoing work to create and sustain respectful, equitable, diverse, and inclusive working and learning environments that contribute to individual and community well-being. We aspire to be a community where every member feels comfortable joining any group of people talking at any time, knowing they will be welcomed and treated fairly.

Freedom of expression and the promotion of free inquiry in the academic process cannot exist without an equally vigorous commitment to recognition of, and respect for, the freedoms of others, and concern for the well-being of every member of the IOF community. Excellence in scholarship, teaching and employment activities flows from active concern and respect for others, including their ability to participate meaningfully in, and constructively challenge information, ideas, beliefs, and opinions expressed, including in the academic process. The best possible environment for working, learning, and living is one in which respect, civility, diversity, opportunity, and inclusion are valued.

Everyone at UBC has the right to be free from discrimination, harassment, sexual misconduct, and violence. The IOF is committed to providing a safe, productive, inclusive, and welcoming environment for all staff, students, faculty, and participants in any space, event, or project hosted or managed by the institute, no matter what role they play. As such, all IOF members, affiliates and guests are expected to abide by this Code of Conduct, in person, virtually or in any form of communication (including online and in social media).

This document serves as a Code of Conduct for all individuals in the IOF community in the following roles:

- Students (graduate, undergraduate, and continuing education)
- Research Associates and Post-doctoral Fellows
- Staff
- Faculty
- Volunteers
- Visitors of all types
- Institutional administrators and officials representing UBC

Expectations of IOF members, affiliates and guests (hereafter "IOF members"):

1. to follow the guidelines laid out in UBC Policies [SC7 \(Discrimination Policy\)](#), [SC17 \(Sexual Misconduct Policy\)](#), [SC18 \(Retaliation Policy\)](#) and the [Respectful Environment Statement](#).
2. to uphold the IOF commitment to respect, equity, diversity, and inclusion (See Appendix A for definitions and comments) in our community, research, teaching, supervision, collaborations and collegiality.
3. to conduct themselves in a manner that does not infringe upon the rights or undermine the well-being of others.
4. to respect and support the needs of other members of the IOF community for a respectful environment, which would include valuing each other's views and appreciating our diverse individual contributions to IOF's vision and mission (as outlined in the [UBC Statement on Respectful Environment](#)).
5. to support other IOF community members (especially those whom you supervise) by encouraging a pace of work that allows each individual to achieve their own healthy work/life balance.
6. to be aware of the harm that some forms of gossip can create and to refrain from making negative personal comments to, and about, others that can erode relationships.
7. to respond to seemingly casual disrespectful, inappropriate or questionable communications and behaviours that you personally experience in IOF working and learning spaces, preferably when they occur. This may be as simple as gently reminding people about the Code of Conduct or as complex as initiating uncomfortable conversations. Such immediate response may be uncomfortable for some people, for myriad reasons, so other options are offered below (see **).
8. to respond to disrespectful, inappropriate or questionable communications and behaviours that you witness directed at another person, either by intervening or by alerting a third person to your concern.

Guiding principles relating to the academic process

It is important to realize that the academic process involves evaluation, critique, feedback and tough conversations on the intellectual work. Professional comments on academic work do not, in themselves, undermine the Code of Conduct, as long as such input is phrased respectfully and constructively. It is always important to consider the context for the input and well-being of the recipient in any feedback. Any assessment should be directed at improving the work, not criticizing the person. Assessment of work can feel dispiriting, no matter how carefully presented, but should not cause lasting harm in interpersonal relationships if done with thoughtfulness and empathy.

The IOF is aware that academic and intellectual debates – which are legitimate aspects of scholarship – can reveal different views and perspectives that could be felt deeply and personally. All such exchanges should be conducted courteously and with civility, seeking to maintain working relationships and community cohesion.

UBC policy is clear that **bullying and harassment do not include** (i) expressing differences of opinion, (ii) offering constructive feedback, guidance, or advice about work-related behaviour or (iii) reasonable action taken by the employer or supervisor, relating to the management and direction of workers, or the place of employment (<https://bullyingandharassment.ubc.ca/defining-bullying-and-harassment/>).

Unacceptable and inappropriate behaviours

According to UBC policy, the following behaviours may have consequences, including the possibility of sanctions by the university. This list presents some examples but is not intended to be all-encompassing.

- **Discrimination** is intentional or unintentional conduct, which can be individual or systemic, that imposes burdens, obligations, or disadvantages on or limits access to opportunities, benefits and advantages to specific individuals or groups as defined by the BC *Human Rights Code* and for which there is no bona fide and reasonable justification. More information can be found at https://universitycounsel.ubc.ca/files/2019/08/Discrimination-Policy_SC7.pdf.
- **Discriminatory harassment** includes comments or conduct that one knows or ought reasonably to know is unwelcome, that creates a negative impact for the recipient, and is related to one or more of the prohibited grounds of discrimination as set out in the BC

Human Rights Code (e.g. sex, race, religion, age, disability, etc.).

(<https://bullyingandharassment.ubc.ca/defining-bullying-and-harassment/>)

- **Workplace bullying and harassment** include any inappropriate conduct or comment by a person towards a worker that the person knew or reasonably ought to have known would cause the worker to be humiliated or intimidated but excludes any reasonable action taken by an employer or supervisor relating to the management and direction of workers or the place of employment. (<https://bullyingandharassment.ubc.ca/defining-bullying-and-harassment/>)
- **Sexual Misconduct** includes sexualized violence and refers to any sexual act or act targeting an individual's sexuality, gender identity or gender expression, whether the act is physical or psychological in nature, that is committed, threatened, or attempted against an individual without that individual's Consent. More information can be found at https://universitycounsel.ubc.ca/files/2020/09/Sexual-Misconduct-Policy_SC17.pdf.
- **Stalking** (also called criminal harassment) occurs when one person is followed, watched, communicated with, or subjected to any form of behaviour from another person such that they begin to fear for their safety or for the safety of those known to them. More information can be found here: <https://www2.gov.bc.ca/assets/gov/law-crime-and-justice/criminal-justice/bc-criminal-justice-system/if-victim/publications/hsh-english-stalking.pdf>
- **Retaliation** is adverse actions – repercussions in social climate, employment, academic opportunity, or otherwise – against anyone raising a concern about and/or reporting a violation of this policy at UBC (including reporting to IOF staff, management, law enforcement, or Investigations Office). See formal definitions here: https://universitycounsel-2015.sites.olt.ubc.ca/files/2020/04/Retaliation-Policy_SC18.pdf.

In addition, the IOF considers these behaviours to be violations of our Code of Conduct, with ensuing action under the IOF Response Protocol.

- **Microaggressions** are brief and subtle actions, words, remarks, or visual cues in our everyday interactions that communicate negative ideas about a group of people, usually a socially marginalized group (Sue et al., 2007). They can be intentional or unintentional but have hurtful impacts regardless of the intent. See more here: [4](https://ctlit-</div><div data-bbox=)

inclusiveteaching.sites.olt.ubc.ca/files/2019/01/Microaggressions-in-the-classroom_w.pdf.

- **Exclusion** is active dismissal, avoidance, discussions, exchanges, jokes, eye-rolling, physical gestures or any other communication or behaviour that may have the effect of isolating, marginalizing, hurting or belittling another person.

Response Protocol for IOF Code of Conduct Concerns

The IOF is striving to be a safe and healthy space where all people can grow and reach their full potential. This protocol is designed to bring people into respectful communication and chart a positive path forwards, recognizing that each moment of conflict is an opportunity for growth. As an academic unit, the IOF inherently has an organizational hierarchy that combined with personal history and broader societal power dynamics may complicate relationships and conflict resolution. All IOF members are encouraged to consider how they might approach concerns from different angles, based on what they find comfortable.

UBC has policies in place to deal with unacceptable and inappropriate behaviours, as outlined in this section of the IOF Code of Conduct (links to policies included). This Response Protocol outlines the processes that IOF members can follow to address low level behaviours that are not covered by the existing UBC policies. Should your concern fall under the purview of one of these UBC policies, know that IOF members are there to support you and help you to navigate the policies and university processes.

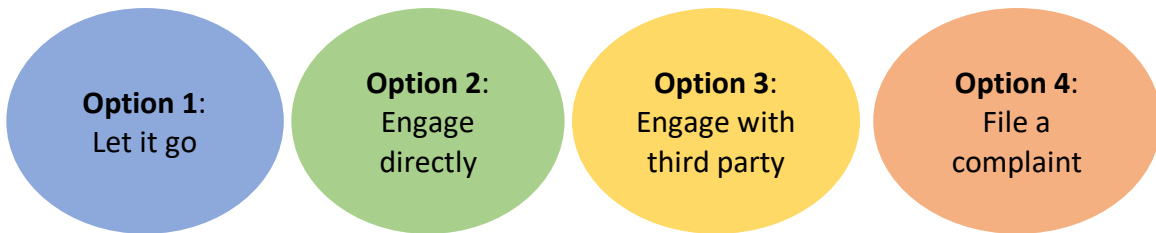
Appendix B presents a list of contacts and resources that can help you find the best way forward to obtain support and strength.

UBC Legal Responsibility

UBC has a legal responsibility to all members of the university community. There are certain types of disclosures on which UBC must act, including instances of or desire to harm oneself or someone else, conspiracy, crime and denial of services. Confidentiality in such cases may be difficult to maintain, but may be possible on a case-by-case basis. If you think an incident that you were involved in or were disclosed may fall under this umbrella, please consult the UBC Equity and Inclusion Office (admin@equity.ubc.ca).

Options for a Response

The IOF recognizes and recommends a slate of options in response to problem behaviour. Anybody can choose any suitable option at any time, without any need to take these in successive or sequential order.



Option 1: Let it go - Sometimes a one-off behaviour is just that, a one off. If the person with whom you interacted is usually respectful and thoughtful, you may decide not to respond.

Option 2: Engage directly - If you feel safe approaching the person who made you feel uncomfortable, there are several strategies that you can take. Do this calmly, respectfully, and in confidence. Often, they may not be aware that their behaviour is offensive or hurtful, and most will change the behaviour once they are aware of the problem. If another IOF member approaches you regarding an issue of respect, then careful listening, respectful discussion and honesty will often lead to a resolution.

The “O’Dear Feedback Model” offers a formula from which this engagement can occur:

- O – Opening** Invite a conversation
- D – Describe** What you saw or heard in neutral terms
- E – Explain** What you thought, felt, or how you were impacted using “I” statements
- A – Ask** Invite their perspective
- R – Request** Propose an alternative

Option 3: Engage with a third party - If you have attempted to resolve the problem without success or if you are not comfortable addressing the problem on your own, discuss the problem and possible solutions with your immediate supervisor. Confidentiality considerations should be discussed and agreed. If, for any reason, you are unable to discuss the problem with your immediate supervisor, you may feel more comfortable discussing it with another member of

the IOF community. As a student, this may be a supervisory committee member, the student/faculty liaison and/or an IOF graduate advisor. All IOF members, including faculty, research associates, postdoctoral fellows and senior staff, can tell any faculty member or senior staff member they trust. All IOF members can also bring issues to the Chair of REDI or any other REDI member they feel might be helpful. In any of these interactions, you are encouraged to bring an ally with you, anybody who makes you feel supported.

Any faculty or senior staff member receiving a disclosure from a student should consider filing an Early Alert for that student to ensure that UBC is aware of their possible need for support (without necessarily including the disclosure) and thus to expedite help should it be sought from UBC: <https://facultystaff.students.ubc.ca/systems-tools/early-alert> .

Option 4: File a complaint - In cases of repeated instances of questionable behaviours, you may want to file a complaint with the Director and/or IOF Manager, Human Resources & Operations, who will ensure confidentiality. This can be done in writing. Should you confide in the IOF Manager, Human Resources & Operations, they will likely need also to share the information with the IOF Director unless the concern refers to the Director's own behaviour. Once they have been notified, the Director and/or the IOF Manager, Human Resources & Operations, they will invite you to discuss your experience. You are encouraged to bring an ally with you for support, if you wish. Disclosures can help guide the Director and/or the IOF Manager, Human Resources & Operations to discern patterns of problematic behaviours and decide on next steps.

Acknowledgements and thanks

- The IOF has drawn its Code of Conduct and Response Protocols from diverse sources while adding its own elements. We thank all those who work to establish the basis for respectful behaviour that supports equity, diversity, inclusion and well-being. We are particularly grateful to colleagues in the UBC Equity and Inclusion Office for their generous assistance and guidance.
- This document represents the work of many members of the IOF community, through a consultative process, and will continue as a living document, with annual opportunities for reflection and revision.

Appendix A: Defining Respect, Equity, Diversity, Inclusion (REDI)... and Well-being

The IOF recognizes that respect, equity, diversity, inclusion, and well-being are deeply intertwined. We here attempt to define them individually, but there is significant overlap and complementarity. IOF definitions draw from and elaborate on work within the Equity & Inclusion Office and across UBC. For more information on these and related terms, their use, context and source, please refer to <https://equity.ubc.ca/resources/equity-inclusion-glossary-of-terms/>. The IOF appreciates REDI concerns from dual perspectives: (i) the individual and (ii) the community. IOF members need to be mindful that intersectionality – the combination of a person's social and political identities – creates different modes of discrimination and privilege and to accept that there is no one-size-fits-all solution to REDI concerns.

IOF has three Committees explicitly directed at REDI matters, with REDI issues also being addressed in many other IOF Committees.

- REDI (IOF Respect, Equity, Diversity and Inclusion Committee) supports and responds to the IOF in general – redi@oceans.ubc.ca
- IIC (Indigenous Initiatives Committee) focuses on indigenous-specific issues – iic@oceans.ubc.ca (entire committee) and cif@oceans.ubc.ca (monitored by two leads)
- JEDI (IOF SS Justice, Equity, Diversity and Inclusion Committee) specifically supports and responds to graduate students in the IOF, as an initiative of the IOF Student Society – jedi@oceans.ubc.ca

Respect

Respect means valuing the identities, lived experiences, and perspectives of all IOF members. The UBC Faculty of Medicine [defines respect](#) as the due regard for the feelings, wishes, rights, or traditions of others. Respect for the dignity and rights of all IOF members underpins all interactions and activities within the IOF and is central to the well-being and full participation of all IOF members.

Equity

Equity refers to achieving parity in policy, process, and outcomes for historically and/or currently underrepresented and/or marginalized people and groups while accounting for diversity. "Equity" is more meaningful as a goal than "equality" because the former recognizes that some people may need more resources than others to achieve the same outcome.

The IOF values equity for many reasons, not least because ensuring more opportunities for those who need them benefits all of us. Equity is primarily about ensuring fairness rather than equality, recognizing that some community members need greater access to tools, resources

and support than others to succeed. Equity considers power, access, opportunities, treatment, impacts, and outcomes in three main areas:

- Representational equity: proportional participation at all levels of an institution;
- Resource equity: distribution of resources to close equity gaps; and
- Equity-mindedness: demonstration of an awareness of, and willingness to, address equity issues.

Diversity

Respect for diversity welcomes and embraces differences in the lived experiences and perspectives of people that may include race, ethnicity, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical disability, mental disability, sex, gender identity or expression, sexual orientation, age, class, socio-economic situations, health, education and/or learning differences. A full embrace of diversity allows for innovation and growth, professionally and personally, that strengthens the community and the individuals therein.

Inclusion

Inclusion is an active, intentional, and continuous process to build a respectful and diverse community, one that ensures welcoming spaces and opportunities to flourish for all. Inclusion can be achieved in many overlapping ways that involve both intentional acts and proactive measures. A failure to include (or, worse, active exclusion) can frequently lead to self-exclusion and/or alienation, thereby creating a ratchet effect that causes the climate in the IOF to deteriorate.

Inclusion should be a central tenet of planning any and all programming within the IOF orbit, with success at inclusion considered a key element in evaluating the success of any IOF research projects, actions and activities. Success at inclusion means that people feel they belong, are accepted for who they are and are respected for their choices. Active inclusion addresses loneliness, breaks down cliques, and dismantles silos, thus facilitating integration and a common sense of community. Inclusion should mean that every individual feels they have a community, one that helps them thrive, whatever their levels of success and challenges. Inclusion means applauding progress and achievement while showing equal admiration for the courage and willingness to try. Inclusion means that everybody feels welcome at all times and in all places within the IOF community.

Well-being

A sense of well-being comes from feeling happy and comfortable. . Well-being derives from many contributing factors, one of which is an inclusive workplace that values equity and

diversity. When EDI effectiveness is insufficient, then well-being is challenged. Addressing concerns about EDI will go a long way towards supporting individual well-being. That said, well-being depends on more than just EDI issues being addressed. The IOF recognizes that community members need access to the basics of life, such as adequate housing, food security, and good care for physical and mental health.

The intention of the IOF is to contribute to individual well-being through various avenues of support. For professional and social aspects of EDI issues, the REDI Committee can assist. For broader emotional, physical and financial well-being, the IOF will help members of the IOF community access the people and resources that can best support their needs (e.g., graduate advisors, CUPE support, Faculty Association, professional services at UBC and in the community).

Appendix B: Contacts and resources for times of need

Immediate Danger >> Leave situation and Call 911	
Disclosure: Sharing information with UBC or a member of the UBC Community about an incident or incidents of harassment. An individual may choose to disclose harassment without making an investigation.	
Student contacts <ul style="list-style-type: none"> • IOF Director (IOFdirector@oceans.ubc.ca) • IOF Graduate Advisors • Respect, Equity, Diversity, Inclusion Committee (redi@oceans.ubc.ca) • Faculty/Student EDIW Liaison • IOF Student Society JEDI Chairs (jedi@oceans.ubc.ca) 	Staff / Faculty / Postdoc contacts <ul style="list-style-type: none"> • IOF Director (IOFdirector@oceans.ubc.ca) • IOF Human Resources – Admin Manager (manager@oceans.ubc.ca) • Respect, Equity, Diversity, Inclusion Committee (redi@oceans.ubc.ca)
Guidance and Support: Resources available to support students / staff / faculty / postdocs	
Student support <ul style="list-style-type: none"> • UBC Office of the Ombudsperson (https://ombudsoffice.ubc.ca/) • GSS Peer Support (https://gss.ubc.ca/peer-support/) • CUPE 2278: Union representing Teaching Assistants (https://cupe2278.ca) 	Staff / Faculty / Postdoc support <ul style="list-style-type: none"> • Employee and Family Assistance Program – Morneau Shepell (https://www.workhealthlife.com; 1-844-880-9137) • UBC Faculty Association (https://www.facultyassociation.ubc.ca)
Discrimination <ul style="list-style-type: none"> • UBC Equity and Inclusion Office <ul style="list-style-type: none"> ○ Human Rights Advising (https://equity.ubc.ca/how-we-can-help/human-rights-advising/) ○ Conflict Engagement Advising (https://equity.ubc.ca/how-we-can-help/conflict-engagement-advising/) 	
Bullying & Harrasment <ul style="list-style-type: none"> • Bullying and Harassment Prevention https://bullyingandharassment.ubc.ca/ • Preventing and Addressing Workplace Bullying and Harassment 	

<p>https://wpl.ubc.ca/browse/srs/mandatory/courses/wpl-srs-bulhar</p> <ul style="list-style-type: none"> • Respectful Environment https://hr.ubc.ca/working-ubc/respectful-environment
<p>Sexual Harassment and Misconduct Incidents</p> <ul style="list-style-type: none"> • Sexual Violence Prevention and Response Office (SVPRO) (https://svpro.ubc.ca; 604-822-1588) • AMS Sexual Assault Support Center (https://www.amssasc.ca; 604-827-5180)
<p>Reporting: Providing a statement of allegations to the Office of Investigations or police about an incident or incidents of harassment and will lead to an investigation</p>
<p>Non-Criminal</p> <ul style="list-style-type: none"> • Internal UBC investigation or option for Alternative Resolution UBC Investigations Office (https://io.ubc.ca/) • Discrimination and harassment can also be reported to the BC Human Rights Tribunal. Contact the Equity and Inclusion Office (https://equity.ubc.ca/how-we-can-help/human-rights-advising/) • Access and Diversity (https://students.ubc.ca/about-student-services/centre-for-accessibility) • Equity and Inclusion Office (https://equity.ubc.ca/) • Office of the University Counsel (https://universitycounsel.ubc.ca/coi/)
<p>Criminal</p> <ul style="list-style-type: none"> • If the disclosure contains information about criminal activity, supervisors, managers, and heads are obliged to involve the police • To file a criminal report or conduct external investigation, report to police: • If the assault occurred on UBC campus, you can report to the RCMP (University Detachment: 2990 Wesbrook Mall; 604-224-1322) • If the assault occurred in Vancouver, you can report to the Vancouver Police Department (2120 Cambie Street; 604-717-3321). • If the assault occurred outside of Vancouver, you can report to the police in the city where the incident occurred
<p>Mental and Physical Health Resources</p> <ul style="list-style-type: none"> • Student Health Service (https://students.ubc.ca/health/student-health-service) • Counselling Services (https://students.ubc.ca/health/counselling-services) • UBC Student Assistance Program by Aspiria: 24/7 personal counselling

- https://www.advantageengagement.com/1545/login_company_vip.php)
- Virtual Group Counselling: (<https://students.ubc.ca/health/counselling-services/group-counselling-programs>)
 - Think, Feel, Be: Cognitive Behavioural Therapy (CBT)
 - Balancing Emotions Program
 - Safety and Resilience Online Group
 - International Student Support Group
 - UBC Graduate Student Online Support
- Nurse on Campus (<https://students.ubc.ca/health/student-health-service/nurse-campus>)
- Medimap: Walk-in clinic (<https://medimap.ca>)
- First Nations and Inuit Hope for Wellness Helpline (<https://www.hopeforwellness.ca>)
- Here2Talk: Free, 24/7 single session counselling (<https://here2talk.ca/home>)
- Wellness Together Canada: Mental health online assessment and connect to resources or counsellor (<https://wellnesstogether.ca/en-CA>)
- Online Self-Help Tools: TAO (<https://ca.taoconnect.org/register>)