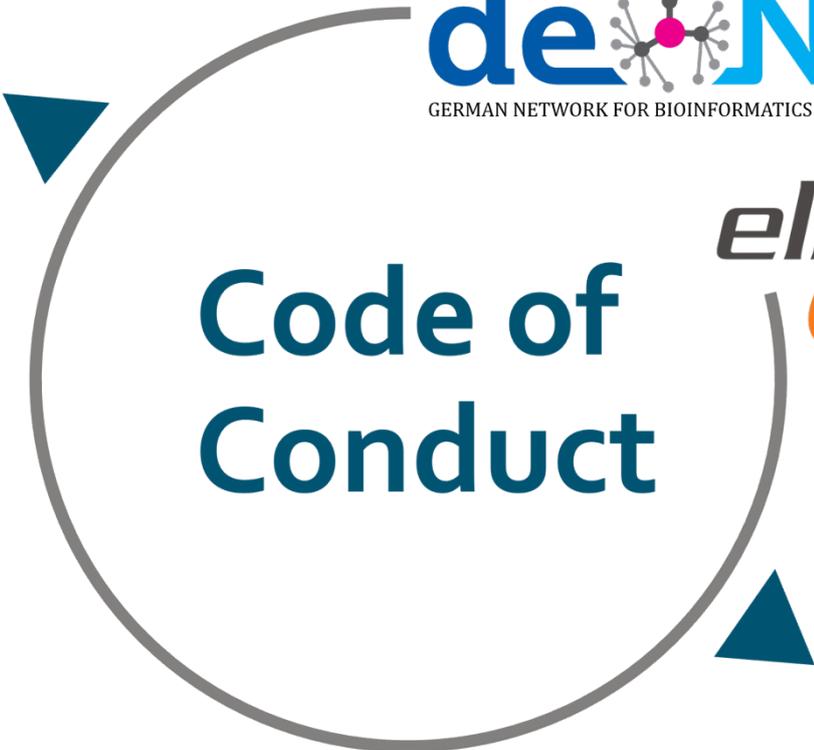


de  NBI
GERMAN NETWORK FOR BIOINFORMATICS INFRASTRUCTURE

elixir
GERMANY



Code of Conduct

Code of Conduct

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Our Values

A place to feel respected

A place to feel safe

A place to feel welcome

The [ELIXIR Code of Conduct](#) has been modified and adopted for de.NBI and ELIXIR Germany so all participants in events organised and/or funded by de.NBI/ELIXIR Germany can interact with each other in a respectful and safe environment.

The Code of Conduct (Code) contains important and binding rules for all event attendees across:

- Confidentiality and Safety
- Professional Integrity
- Personal Conduct

We expect compliance and commitment to these values and principles at all de.NBI/ELIXIR Germany events, as an integral part of the way we can all support the development of ELIXIR Germany and each other.

The principles

The Code enshrines the principles of diversity, respect for individuality and courtesy to each other.

de.NBI/ELIXIR Germany is committed to bringing together differing perspectives.

- We value each other's perspectives providing a safe environment for people to be themselves.
- We will maintain high ethical standards across all de.NBI/ELIXIR Germany events.
- We adopt a zero-tolerance approach to harassment and discrimination in any form.
- We will apply honesty and integrity in the dealing of any transgressions against the Code.
- We are committed to making ELIXIR Germany events a collaborative, supportive and enjoyable experience.
- We will ensure that our environment allows everyone to feel respected and included.

1. Diversity

The opportunity to bring together differing and diverse perspectives is one of de.NBI's and ELIXIR Germany's greatest assets.

de.NBI/ELIXIR Germany is committed to recruit, develop and retain a diverse pool of talent.

de.NBI/ELIXIR Germany works to maintain a modern, inclusive environment where people value diversity regardless of characteristics including sex, gender identity and expression, sexual orientation, age or working experience, physical or mental challenges, physical appearance, body size, pregnancy, familial status, ethnicity, national origin, race, citizenship, language, socio-economic status, technical choices, experience level, political or other opinions, religious beliefs (or lack thereof) or educational or social background.

2. Act ethically and with integrity

As a whole and as individuals, de.NBI/ELIXIR Germany is committed to ensuring high ethical standards across all ELIXIR Germany events.

We adopt a zero-tolerance approach to harassment and discrimination.

We treat others the way we would like to be treated and ensure attendees are operating in a respectful, benevolent, safe, and positive atmosphere.

Intimidation, abuse and harassment are unacceptable and should be escalated to de.NBI/ELIXIR Germany representatives.

We will apply an appropriate, systematic approach to preventing any violation of these actions.

3. Foster trust and collaboration

ELIXIR Germany is committed to making all our events collaborative, supportive, enjoyable and rewarding for all attendees.

We are dedicated to creating an environment which promotes free speech without fear of retaliation and open debate for all levels.

We welcome all questions and pay attention to everyone's points of view, at all career levels.

We create a safe and open environment that welcomes individuals to express their opinions or concerns.

4. Respect and show courtesy to each other

We are committed to making de.NBI/ELIXIR Germany events a collaborative, supportive and enjoyable experience.

We will ensure that our environment allows everyone to feel respected and included. All participants attending our events are expected to show respect and courtesy to others, whether in person or online.

To ensure this, we actively encourage all our attendees to:

- Use welcoming and inclusive language.
- Be respectful of different viewpoints and experiences.
- Show courtesy and respect towards other de.NBI/ELIXIR Germany members and guests.
- Foster scientific and technical rigour and curiosity with a constructive and facts-based critique.
- Speak up if you believe the spirit of the Code has not been upheld.
- Ideally, where feasible, directly address the issue with the person who committed the transgression.

Application of the Code of Conduct

de.NBI/ELIXIR Germany Allies

The de.NBI/ELIXIR Germany Ally should be identified at the start of the event. The de.NBI/ELIXIR Germany Allies, who are assigned responsibility for an individual event are supported by the de.NBI/ELIXIR Germany Code of Conduct Oversight Group.

When there cannot be an de.NBI/ELIXIR Germany Ally or a Member of the Oversight Group present, the event host may take responsibility in this instance. de.NBI/ELIXIR Germany Allies will be expected to act in accordance with the Code of Conduct.

For implementation of the Code of Conduct, the Central Coordination Unit of de.NBI/ELIXIR Germany has appointed two allies: the node coordinator Irena Maus and the training coordinator Daniel Wibberg.

Code of Conduct Oversight Group

The de.NBI/ELIXIR Germany Code of Conduct Oversight Group is responsible for enforcing the Code of Conduct.

The main purpose of this group is to establish, maintain and uphold the Code of Conduct, whilst educating de.NBI/ELIXIR Germany Members about policies and behaviours that can help create a more inclusive and welcoming environment.

The ELIXIR Germany Code of Conduct Oversight Group is currently composed of Alexander Sczyrba (Head of Node), Tanja Dammann-Kalinowski (Admin. Coordinator), Irena Maus (Node Coordinator) and Daniel Wibberg (Training Coordinator).

Further interested parties are always welcome.

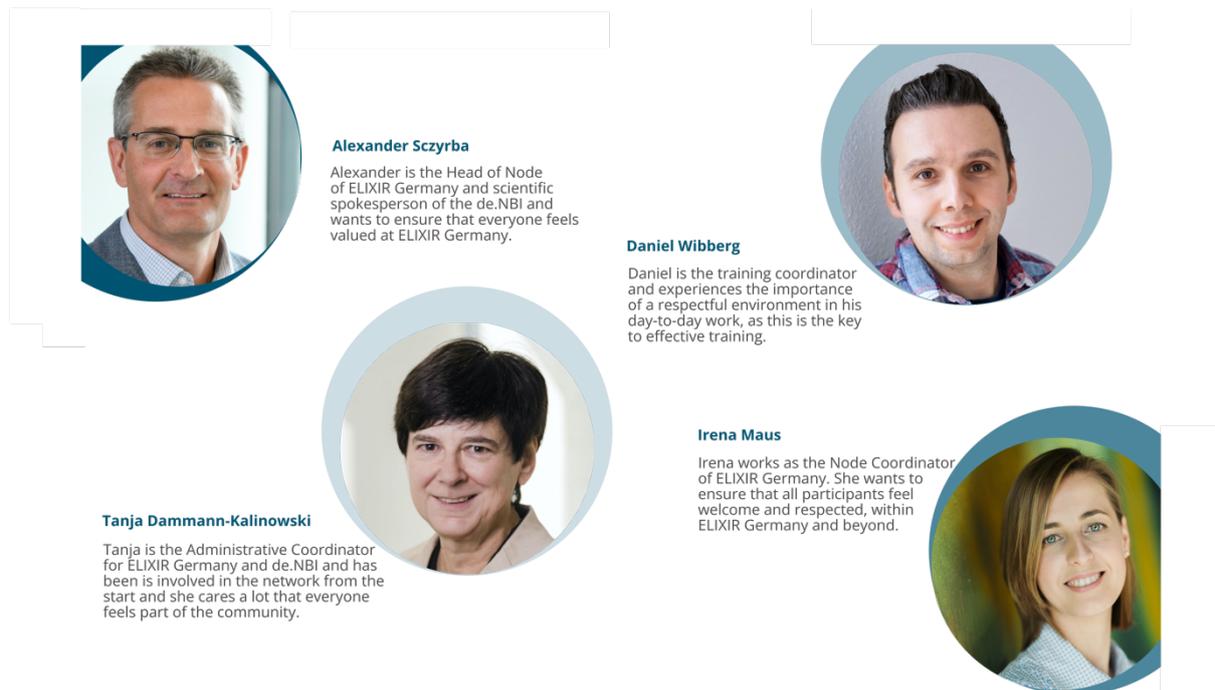


Figure 1: The de.NBI/ELIXIR Germany CoC Oversight Group

Incident Response Guidelines

de.NBI/ELIXIR Germany operates a straightforward process to deal with any incident contravening the Code:

- Delegates attending the event that experience or witness any unacceptable behaviour should, as a first step, vocalise said behaviour directly to the alleged offender to ask for it to stop.
- As an alternative, or if approaching the alleged offender was unsuccessful, the individual may contact the ELIXIR Germany Ally or the Oversight Group.

All complaints will be treated seriously and reviewed and responded to promptly by the Oversight Group and will be kept confidential.

If you experience or witness unacceptable behaviour, or have any other concerns, please report it to any combination of the people mentioned above or get in contact by mail (ELIXIR-CoC@denbi.de).

All reports to the ELIXIR Germany Allies or the Oversight Group will be handled with discretion. Confidentiality will be maintained unless disclosure is legally required.

While the ELIXIR Germany Administration Office is not an adjudicating body, an ELIXIR Germany Ally can help participants to contact venue security, provide escorts, help seek out appropriate authorities or local law enforcement to handle any form of harassment or assault where needed. They can also offer advice and support or assist those experiencing harassment to feel safe for the duration of the event.

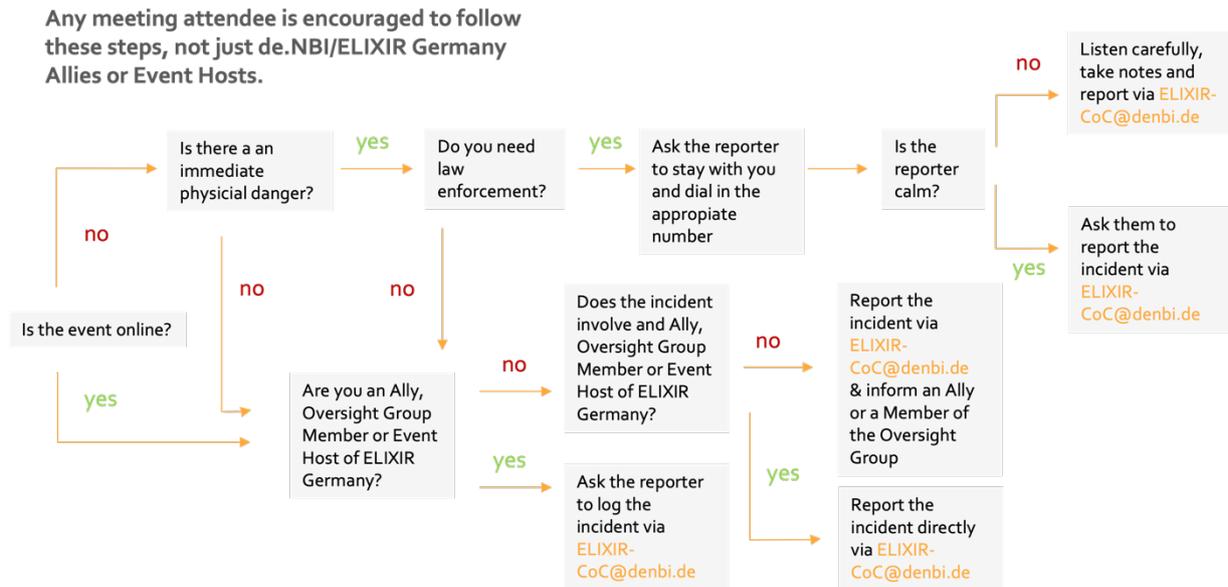


Figure 2: Incident Response Guidelines

Suppose an event participant engages in any of these harassing behaviours. In that case, the on-site de.NBI/ELIXIR Germany Ally may take appropriate action to stop the misbehaviour at once and avoid future misconduct.

Such action could include, for example, a warning to the offender or expulsion from the ongoing or future events.

The Oversight Group also reserves the right to take further action as deemed appropriate.

Whilst reported individuals could get upset, defensive or deny the report, it is essential to remember the following:

- Irrespective of the intent, their behaviour has still impacted attendees negatively.
- It is not your responsibility to reassure them nor forgive them.
- Apologies from the individual reported to the impacted person are not encouraged as they are often counterproductive.

Any meeting attendee is encouraged to follow these steps, not just ELIXIR Germany Allies or Event Hosts.

Attribution & Acknowledgements:

The de.NBI/ELIXIR Germany Code of Conduct was adopted and modified for de.NBI/ELIXIR Germany under the CC-BY 4.0 license on the basis of the ELIXIR CoC and the Open Code of Conduct of the Galaxy project.