

# CfA On-line Work Behavior Policy

**27 June 2023**

Version 1.0

## OVERVIEW

The Center for Astrophysics | Harvard & Smithsonian (CfA) is a joint institution connecting the Smithsonian Astrophysical Observatory (SAO) and the Harvard College Observatory (HCO). The CfA is a diverse astrophysical institution at which more than 800 staff and students are engaged in a broad program of research and education in astronomy, astrophysics, and earth and space sciences. The CfA is at the forefront, internationally, of the scientific exploration of the universe. Our research covers theoretical astrophysics, observational ground and space-based astronomy, engineering and technology development, and education. The research objectives of the CfA are carried out primarily with the support of government, Smithsonian Institution, and Harvard funds, with additional philanthropic support. At the CfA, the next generation of scientific leaders are being trained and mentored through a broad range of undergraduate and graduate student programs, postdoctoral positions and fellowships.

One of the primary goals of the Center for Astrophysics is to be inclusive and supportive of all of our members. We are committed to providing a friendly, safe, and welcoming environment for all in our on-line communities, forums, and communication channels. The CfA does not tolerate racism, discrimination, bullying, harassment, bias, and intolerance of any kind from anyone in, associated with, or visiting the Center for Astrophysics in any of our official virtual spaces or on-line communication channels, including email, social media, on-line collaborative communities (such as Slack).

The CfA empowers and supports its members to abide by this policy and to report breaches of this policy through one or more of the multiple reporting channels identified within this

document. Breaches of this policy will not be tolerated, and will be reported and acted upon according to the HR policies and procedures of the relevant member organizations.

## **SCOPE**

This policy applies to all CfA members and visitors. CfA members include all CfA-affiliated Harvard and Smithsonian faculty, federal and trust staff, postdocs, students, contractors, affiliates, associates, volunteers and interns. Visitors include all personnel visiting CfA sites for any time period professionally or personally. This policy is in addition to, and does not supersede, the Codes of Conduct or conduct policies of a member's university or organization. The member's university or organization Codes of Conduct or Conduct policies override this document if there is a conflict.

## **PURPOSE**

This code has been formulated to provide a clear statement of the CfA's expectations of its members who participate in CfA internal on-line collaborative communities and tools, including email, Slack, ZOOM (including ZOOM chat), Google Suites, Teams and other social networking tools. These rules provide a guide to help us create safe and positive experiences for everyone.

## **POLICY**

It is the policy of the Center for Astrophysics that its members and all participants in CfA activities are able to enjoy a safe environment that is free from discrimination and harassment.

### **1. Confidentiality and Privacy**

**The things you say on-line may become public.** Please be mindful that because on-line communities are closed networks, they can foster a false sense of security that leads people to share things that really should not be public. While we expect members to honor the confidentiality of this space, we cannot guarantee that they will do so, nor can we guarantee that every member's login credentials and logged-in devices are secure. Please exercise caution, and refrain from sharing sensitive information that could harm you or others if it became public.

Members should have no expectation of privacy in on-line communications. You are still representing the CfA and your employer institution while communicating in on-line communities.

## 2. Official University & Government Records

The Center for Astrophysics online communities should not be used for the exchange of any information that may represent an official personnel record, medical record, or personally identifying information of any member organization or collaborating university. Please ensure you are aware of the policy of your employing institution in regard to what is required to be captured as an official record and use the appropriate email system and/or network drive to meet those policy requirements.

## 3. Rules of Behavior

### EXPECTED BEHAVIOR

- **Be respectful.** Colleagues should be respectful when dealing with other colleagues, as well as external participants. Not all of us will agree all the time, but disagreement is no excuse for poor behavior and poor manners. We all experience some frustration now and then, but we cannot allow that frustration to turn into a personal attack. It is important to remember that creating an environment where people feel respected is core to CfA's mission.
- **Be courteous and patient.** Members are expected to communicate professionally with courtesy. Patience is required when communicating effectively with others on-line. You may be in a different time zone or on different work hours to your recipients.
- **Be welcoming.** We strive to be a community that welcomes and supports people of all backgrounds and identities. This includes, but is not limited to members of any race, ethnicity, culture, national origin, color, immigration status, social and economic class, educational level, sex, sexual orientation, gender identity and expression, age, size, family status, political beliefs, religion, and mental and physical abilities. Remember that we are an international community, so you might not be communicating in someone else's primary language.
- **Be considerate.** Your work posted in on-line communities can be used by other people and you in turn may depend on the work of others.
- **Respect privacy.** Permission should be obtained prior to recording or taking screenshots of people or their presentations while they are on-line, including during ZOOM sessions.
- **Set the right tone.** Be aware that the tone, intent, and wording of written communication may be interpreted in a different manner to the way it was intended. Approach each conversation with professional courtesy and consider how others may interpret the tone and wording of your communication. If a written communication is taken in a way that it was not

intended, a polite and respectful in-person conversation to clear the intention may be appropriate.

- **Be mindful of the words that you choose.** We are a community of professionals, and we conduct ourselves professionally. Be kind to others. Do not insult or put down your colleagues. Be mindful that sarcasm can be often misinterpreted in on-line communications.
- **Be mindful of who is in the cc of emails.** Emails can be easily forwarded and shared. Be mindful of who is in the cc of your emails and ensure that only those with a need to know are cc'ed.

## **UNACCEPTABLE BEHAVIOR**

Harassment and other exclusionary behavior are not acceptable. This includes, but is not limited to:

- o violent threats or language directed against another person,
- o discriminatory jokes and language,
- o posting sexually explicit or violent material,
- o posting (or threatening to post) other people's personally identifying information, including medical information,
- o posting (or threatening to post) photos or videos of other people without their permission,
- o recording or taking (or threatening to record or take) videos or photos of other people on-line without their permission,
- o personal insults, including (but not limited to) use of racist or sexist terms,
- o unwanted attention, such as repeated unwanted requests for dates,
- o advocating for, or encouraging, any of the above behavior; and
- o harassment of others.

In general, if someone asks you to stop, then stop.

## 4. Reporting unacceptable behavior

Reporting may be made to the HR staff of the member's employing organization, a member's supervisor, division lead, faculty chair, the Director, Deputy Director, or another member of the CfA executive team, the Harvard title IX office (Harvard employees and students), or the Smithsonian SI Civil program (Smithsonian employees and students).

SAO and Harvard ombudspersons are available for confidential discussions and advice, and are not a formal reporting avenue. Reporting contact information is given below:

### Harvard employees and students

Please see the information at: <https://iweb.cfa.harvard.edu/professional-conduct>

#### Harvard College Observatory (HCO) HR contacts:

Purvang Patel (HCO HR representative): [purvang.patel@cfa.harvard.edu](mailto:purvang.patel@cfa.harvard.edu)

Etaine Smith (FAS HR representative): [etaine\\_smith@harvard.edu](mailto:etaine_smith@harvard.edu)

Harvard Ombuds Office: <https://harvardombuds.harvard.edu/cambridge/>

#### Additional Harvard resources:

**Solving workplace problems resource:** <https://hr.harvard.edu/solving-workplace-problems>

includes an anonymous reporting hotline, the Local HR Offices, Title IX Office, Office of Dispute Resolution, EAP, Labor and Employee Relations, and the Employee Assistance Office.

**Harvard Union Employees:** <https://hr.harvard.edu/union-contractsUnit>

**Non-Union Employees:** <https://hr.harvard.edu/policies-forms-contracts>

### SAO employees and students:

#### SAO HR contacts

Laura Conway, 617-495-7373, [lconway@cfa.harvard.edu](mailto:lconway@cfa.harvard.edu)

Judy Gallagher, 617-495-7374, [jgallagher@cfa.harvard.edu](mailto:jgallagher@cfa.harvard.edu)

Mary Hebert, 617-496-7816, [mhebert@cfa.harvard.edu](mailto:mhebert@cfa.harvard.edu)

Angel Flewelling, 617-496-7817, [hflewelling@cfa.harvard.edu](mailto:hflewelling@cfa.harvard.edu)

Joy Mathew, 617-496-8327, [jmathew@cfa.harvard.edu](mailto:jmathew@cfa.harvard.edu)

## SAO Ombudspersons

- John Raymond, located at 60 Garden Street/160 Concord Avenue, (617) 495-7416 or by email at: [jraymond@cfa.harvard.edu](mailto:jraymond@cfa.harvard.edu)
- Patricia Brennan, located at 60 Garden Street, (617) 495-7293 or by email at: [pbrennan@cfa.harvard.edu](mailto:pbrennan@cfa.harvard.edu)

**Smithsonian Institution's Ombudsperson:** Shadella Davis, is available to all Smithsonian employees (including SAO). She can be reached at (202) 633-2010 (this number is serviced by an answering machine 24 hours a day when the Ombudsperson is not available in person).

**SI Civil Program:** SI Civil was developed as a resource that employees and affiliated persons may use to report threats of violence, incidents of intimidation, or harassment, and get information about appropriate next steps. The goal of this program is to empower employees and affiliated persons to communicate workplace concerns and facilitate the resolution of those concerns as quickly as possible. SI Civil contacts are:

**Amanda Jones**, SI Civil Branch Manager, [jonesam@si.edu](mailto:jonesam@si.edu), 202-633-6379

**Laura Wilmot**, SI Civil Contractor, [wilmotla@si.edu](mailto:wilmotla@si.edu), 202-633-6321

**SI Civil Email:** [sicivil@si.edu](mailto:sicivil@si.edu)

**Report a Concern:** [si.edu/sicivil/report](https://www.si.edu/sicivil/report)

**SI Office of Equal Employment and Supplier Diversity (OEESD):** contact 202-633-6430 or [eeo-complaint@si.edu](mailto:eeo-complaint@si.edu); See the following website for more information: <https://www.si.edu/OEEMA/EEOComplaintProcess>

## 5. Consequences of Unacceptable Behavior

Unacceptable behavior from any community member, including staff and those with decision-making authority, will not be tolerated. Anyone asked to stop unacceptable behavior is expected to comply immediately. If a community member engages in unacceptable behavior, actions will be taken on a case-by-case basis, including a temporary ban, or permanent expulsion from the on-line community. Conduct that breaches the CfA General Conduct Policy will be handled through the standard HR processes of the member's organization in accordance with the CfA General Conduct Policy.

## RELATED DOCUMENTS

- CfA General Conduct Policy
- CfA Meetings and Events Conduct policy
- Smithsonian Institution Standards of Conduct:  
<https://www.si.edu/content/ogc/sd103.pdf>
- Smithsonian Statement of Values and Code of Ethics:  
[https://www.si.edu/content/governance/pdf/Statement of Values and Code of Ethics.pdf](https://www.si.edu/content/governance/pdf/Statement_of_Values_and_Code_of_Ethics.pdf)
- Harvard Faculty of Science Professional Conduct Policy:  
<https://infoforfaculty.fas.harvard.edu/book/conduct>