



# The Christmas Meeting of the High Powered Laser Science Community

## Code of Conduct

*The Christmas Meeting is intended to be an event which will bring together the users, friends, and colleagues of the Central Laser Facility in a pleasant, informal setting which will stimulate an open and friendly exchange of ideas and which will promote networking by everyone. We strongly encourage the social side, as well as the scientific side of the meeting, as it is through this that a community is built. To ensure that this intention can be realised it is necessary that all attendees abide by a set of basic rules governing the conduct of oneself at this meeting, and it is the purpose of this document to describe this Code of Conduct that we ask all attendees to accept and abide by.*

*By accepting this code, attendees whose behaviour violates the Code of Conduct accept the Sanctions that we describe herein.*

### **Section A – STFC Staff**

While attending this meeting, STFC staff are doing so in their capacity **as STFC staff**. They are therefore subject to all relevant codes and policies in place at the time of the meeting, as if they are carrying out duties while off-site. For the purposes of reminding staff, we would like to draw the readers attention to : the UKRI Code of Conduct, the Core Values of STFC, and the SHE Codes. Similar considerations apply to any other UKRI (but not STFC) staff attending the meeting.

### **Section B – External Delegates**

External delegates are defined as being anyone who registers for the meeting, and who is not an employee of UKRI. This includes everyone from PhD students, to university-employed academics, to individuals from industry or other branches of the government.

By registering for this meeting, external delegates accept the following code of conduct:

## **1. Working to Create the Best Atmosphere**

- a. Delegates are expected to behave in a way that does not disrupt the meeting at all times.
- b. Delegates are expected to behave in a way that does not interrupt speakers or poster presenters.
- c. During oral presentations, delegates are expected to conduct themselves in a way that minimizes any noises or distractions.
- d. Delegates are asked to conduct themselves with honesty and integrity.
- e. Delegates are asked to respect the intellectual property of other delegates.

## **2. Peaceful Conduct**

- a. Delegates must not harass others at any time.
- b. Delegates must not intimidate others
- c. Delegates must refrain from abusive speech and abusive behaviour at all times.
- d. Delegates must not behave inappropriately towards others.
- e. If delegates witness any of the aforementioned forms of unacceptable behaviour, then they should report this to the CLF staff organizing/running the meeting.

## **3. Respect**

- a. Delegates are expected to treat other delegates with respect at all times.
- b. In particular, delegates are expected to treat the events staff (e.g. staff of Abingdon School or Coseners House) with respect at all times.
- c. Delegates are expected to respect the property of the event venue, meal providers, and accommodation. Delegates must not damage venue or provider property.

## **4. Reputation of the Meeting**

- a. Delegates must not do anything that would bring the meeting into disrepute.
- b. Delegates should refrain from excessive swearing, particularly during presentations, and in the public spaces of the meeting.
- c. Furthermore, delegates should refrain from any lewd or offensive behaviour, particularly in any public areas.
- d. Delegates must not make inappropriate use of materials that might be considered obscene, offensive, or sexual in nature, particularly in presentations.
- e. Delegates should dress in a manner which is appropriate for an academic work environment.

## **5. Safety**

- a. Delegates are expected to take reasonable steps to ensure their own safety and that of others.
- b. Delegates should not undertake any manual handling of meeting equipment or interact with electrical equipment in use by the meeting/venue. Leave this to the meeting organizers and venue staff.

- c. Delegates should pay attention to instructions regarding fire/emergency procedures at the venue and at their accommodation.
- d. Delegates should not bring any items that might reasonably be considered hazardous to the meeting.

### **Section C – Sanctions**

This Code will be interpreted and implemented by the CLF Senior Management team, the CLF Director, and the CLF staff running the event. The final say in the interpretation and application of this code is that of the CLF Director. Breaches of this code will be considered on a case-by-case basis by the CLF. In some instances the breach may be inconsequential, e.g. if it is deemed that the breach was done accidentally or unintentionally.

However, in the case of serious breaches of this code, the CLF will investigate the breach. The following sanctions may apply:

1. A report may be sent to the individual or team that the individual reports to at their home institution. In the case of PhD students this will be their supervisor, and possibly the head of that group.
2. A report may be sent to a senior manager at the individuals home institution. This would be someone at Director/ University Department Head level.
3. If the breach is sufficiently serious then the individual may be barred from attending future meetings.
4. In certain cases the CLF may ask the individual to leave the meeting immediately.

A.P.L.Robinson,  
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