

# Berkeley Lab Physics Division Machine Learning Group

## *Group Meeting Code of Conduct*

Updated Oct. 28, 2020

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**Participation in meetings\***. It is the policy of the LBL ML group that all participants will conduct themselves in a professional manner that is welcoming to all participants and free from any form of discrimination, harassment, or retaliation. Participants will treat each other with respect and consideration to create a collegial, inclusive, and professional environment at group meetings. Creating a supportive environment to enable scientific discourse at group meetings is the responsibility of all participants. Participants commit to using the “raise hand” feature on Zoom for virtual meetings and will respect the time and opinions of others.

Participants will avoid any inappropriate actions or statements based on individual characteristics such as age, career stage, race, ethnicity, sexual orientation, gender identity, gender expression, marital status, nationality, political affiliation, ability status, educational background, or any other characteristic protected by law. Disruptive or harassing behavior of any kind will not be tolerated. Harassment includes but is not limited to inappropriate or intimidating behavior and language, unwelcome jokes or comments, unwanted touching or attention, offensive images, photography without permission, and stalking.

**Attendance.** Participation in group meetings open to all members of the Berkeley (Lab and Campus) Community, including affiliates. External participation should be considered exceptional and will be evaluated on a case-by-case basis and must be proposed prior to the meeting in order to avoid confusion. For participation in Zoom meetings and Slack discussions, participants should identify themselves\*\*. As in a personal conversation, owning your thoughts and actions is important. Therefore, upon joining a virtual discussion, modify your profile to use your chosen name that makes you uniquely identifiable in the same way that a nametag at a conference would do. This need not be your birth name or legal name and you are welcome to include your pronouns. In a meeting, state your name.

**Authorship.** One of the goals of this group is to foster (cross-cutting) collaboration and innovation. It is likely that new ideas will be proposed during meetings and early-stage ideas will be discussed and expanded. Participation in such discussions may, but does not

necessarily, merit authorship on any subsequent publications. Participants are encouraged to acknowledge specific or general discussion in the ML group meetings (see e.g. 1912.04804 for a similar idea in the case of the Cambridge Pheno Working Group) and are also encouraged to consider authorship roles early in any collaboration in order to avoid misunderstandings.

**Work in progress.** The regular meetings of the ML group are intended to be informal and we strongly encourage presentations of work in progress. In order to ensure that these meetings are a safe space for presenting such work, participants are committed to upholding the other parts of this code of conduct and additionally will not share new ideas or results presented at the meetings with external colleagues without permission. Furthermore, the data and simulations from experimental collaborations are sometimes proprietary. Given the informal and private nature of ML group informal meetings, researchers may be able to discuss studies involving proprietary resources. As with any other ideas or results presented in the meetings, information contained in these presentations must not be shared outside of the group. Researchers who present studies with experimental collaboration resources are encouraged to check with senior members of their group to ensure that the presentation is non-controversial.

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*Violations\* of this code of conduct policy should be reported to group or Physics Division leadership. Sanctions may range from verbal warning, to ejection from the meeting, to notifying appropriate authorities. Retaliation for complaints of inappropriate conduct will not be tolerated. If a participant observes inappropriate comments or actions and personal intervention seems appropriate and safe, they should be considerate of all parties before intervening.*

\*Reproduced in part from the American Physical Society's [code of conduct](#). \*\*Reproduced in part from the [APS DPF code of conduct addendum](#).