

## SUSSP81 Summer School in Photonic Sensing and Metrology for the United Nations Sustainable Development Goals

### Anti-Harassment Policy and Code of Conduct

We are committed to providing an environment that is conducive to the free and robust exchange of scientific ideas. This environment requires that all participants be treated with equal consideration and respect. While we encourage vigorous debate of ideas, personal attacks create an environment in which people feel threatened or intimidated. This is not productive and does not advance the cause of science. All participants in this event are therefore expected to conduct themselves professionally and respectfully.

Our policy is that all forms of bullying, discrimination, and harassment, sexual or otherwise, are prohibited in any CDT in Applied Photonics-managed events or activities. This policy applies to every individual at the event, whether attendee, speaker, exhibitor, award recipient, staff, contractor or other. It is also a violation of this policy to retaliate against an individual for reporting bullying, discrimination, or harassment or to intentionally file a false report of bullying, discrimination, or harassment.

Bullying, discrimination, and harassment of any sort by someone in a position of power, prestige or authority is particularly harmful since those of lower status or rank may be hesitant to express their objections or discomfort out of fear of retaliation.

#### What are bullying, discrimination, harassment, and retaliation?

For purposes of this policy, “Bullying,” “Discrimination,” “Harassment” (including “Sexual Harassment”) and “Retaliation” are defined as follows.

**Bullying** is the ongoing abuse and intentional mistreatment of one or more vulnerable persons or groups by a more powerful individual or group. Bullying consists of repeated verbal (name-calling, verbal attacks), physical (use of physical force or aggression) and/or social behaviour (ostracism, exclusion, spreading rumours) that causes physical or psychological harm. Being “more powerful” may include being physically bigger or stronger, having more social status or having influence over someone’s employment or professional advancement.

**Discrimination** is the unjust or prejudicial treatment of categories of people based on personal attributes such as race, sex, age, colour, sexual orientation, body size, ethnic or national origin, disability, religion, marital status, veteran status, political affiliation or other attributes not related to the merit of one’s work or scientific research or ideas.

**Harassment** consists of unwanted, unwelcomed, and uninvited behaviour that demeans, threatens, or offends another and results in a hostile environment. Harassing behaviour includes, but is not limited to, the use of epithets, derogatory comments or slurs, assault, stalking, impeding, or blocking movement, threats of violence, offensive touching, any physical interference with normal work or movement and visual insults, such as derogatory images, posters, or cartoons. Harassment is often (but not always) based upon personal attributes such as race, sex, age, gender, colour, sexual orientation, body size, ethnic or national origin and disability.

**Sexual harassment** consists of harassing behaviour based upon sex, gender, or sexual orientation. Sexual harassment includes unwelcome sexual advances, requests for sexual favours (often accompanied by overt or implied promises or threats relating to employment, professional advancement or recognition), lewd comments or images, or other verbal, visual or physical conduct of a sexual nature where such conduct creates an unreasonable, intimidating, hostile or sexually offensive environment and may interfere with the target's professional performance.

**Retaliation** consists of negative action or treatment towards someone who has reported bullying, discrimination or harassment based upon such report. Retaliation may include excluding a reporting individual from work or professional activities, injuring a reporting individual's professional or personal reputation or unjustly demeaning a reporting individual's work. Retaliation can be used as a method of bullying or harassment, but more importantly retaliation creates an environment that discourages victims and bystanders from reporting offensive behaviour.

### **What should I do if I experience or witness bullying, discrimination, or harassment?**

Individuals may be unaware that their conduct is offensive and are often willing to correct their behaviour if so informed. If you experience or witness bullying, discrimination or harassment and feel empowered to do so, you are encouraged to immediately inform the individual that their comments or behaviour are unwelcome.

However, we understand that direct confrontation is not possible or advisable in every situation. Please note that you are **not** required to directly address or confront a person engaged in offensive behaviour. If you do not feel comfortable addressing the violator, or if the violator continues the behaviour after being advised that their conduct is unwelcome, you should report the incident.

### **How do I report an incident?**

If you wish to report bullying, discrimination, or harassment you have witnessed or experienced, you may do so through the following methods:

- **contact any CDT in Applied Photonics staff member**
- **email [cdtphotonics@hw.ac.uk](mailto:cdtphotonics@hw.ac.uk)**

You are also encouraged to write down as many relevant details as you can recall (e.g. names, dates, times, locations, behaviour, or statements made, etc.), which can be helpful in assisting any future investigation of the incident.

To ensure a fair and complete investigation, we cannot accept anonymous reports of bullying, discrimination, or harassment. However, we are sensitive to the potential ramifications of making a report and will maintain your confidentiality except where doing so would compromise another person's rights or our ability to conduct a thorough investigation. In such cases, we will limit disclosure only to that information necessary to ensure proper investigation and compliance with procedures.

No retaliation will be taken or tolerated against anyone who makes a good faith report of bullying, discrimination, or harassment.

## What happens if I report an incident?

Upon receiving a report of misconduct, we will conduct a prompt initial investigation, which will include speaking with all parties with knowledge of the incident, including the reporting individual, the alleged victim (if different from the reporting individual), any known witnesses and the alleged offender.

An appropriate CDT in Applied Photonics member of staff, or other University Staff member, will lead the initial investigation. The outcome of this initial investigation will be discussed with Heriot-Watt's Conduct team/Wellbeing team for advice regarding next steps prior to recommending a decision and/or any follow-up actions. We may consult with the alleged victim and/or the reporting individual prior to taking any action.

If we find that a violation of this policy has occurred, we will act in accordance with guidance from the Conduct/Wellbeing team, which may include suspension or ejection from a CDT in Applied Photonics activity or event without refund or recompense. Serious or repeated offenses would be passed to Heriot-Watt's Conduct team for further investigation. This may result in more significant consequences such as being banned from participation in future CDT in Applied Photonics events or volunteer activities.

For any question about this policy, or our incident investigation process, remedial actions, or appeals process, please contact [cdtphotonics@hw.ac.uk](mailto:cdtphotonics@hw.ac.uk).