

## **A Handy Do/Don't Guide for Professional Conduct**

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The following are essential for professional conduct:

### A) Treat all individuals with respect.

Avoid:

1. Harassment, intimidation, and discrimination
2. Undesired physical contact and sexual attention
3. Offensive verbal and written statements related to gender, sexual orientation, ability, physical appearance, or religion
4. Bullying and excessively negative feedback

Consider:

1. Interrupting disrespectful behavior if you observe it
2. Changing the direction of a conversation that is making someone uncomfortable
3. Asking someone to help you or another individual who is being subjected to bad behavior

### B) Be considerate of those around you.

Avoid:

1. Disrupting a learning, research, or work environment with noise or actions
2. Discussing topics or telling jokes that others within hearing distance find offensive
3. Displaying sexual, racist or otherwise offensive images where they can be seen by others

Consider:

1. Changing the direction of a conversation that is making someone uncomfortable
2. Letting others know when their behavior is inconsiderate
3. Asking someone to help you create a more considerate environment

### C) Contribute to the goals associated with the activity.

Consider:

1. Sharing data and interpretations
2. Asking questions
3. Expressing your opinion
4. Discussing alternative approaches and interpretations

Avoid:

1. Aggressively criticizing others
2. Denigrating others' contributions
3. Excluding individuals from participating

Please report inappropriate behavior to me, a faculty member or advisor you trust.