



TRIUMF Code of Conduct

Document Type: **Guideline**

Release: 1

Release Date: 2024-05-02

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History of Changes

Release Number	Date	Description of Changes	Author(s)
1	2024-05-02	Initial Release	S. Liem

Keywords: TRIUMF Code of Conduct, Code of Conduct, Core Values, Administrative Policy, Onboarding, Respectful Workplace

Distribution List: Leadership Team, Core Services, SMM, TRIUMF site-wide announcement

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TRIUMF Code of Conduct Summary

TRIUMF is a world-class research institution. As such, we hold ourselves and our community to the highest standard of conduct in scientific, academic, and professional activities. Behaviour or conduct that does not meet these standards interferes with our commitment to foster a productive and healthy environment that supports the organizational vision, mission, and values.

In accordance with our Core Values (<https://www.triumf.ca/home/about-triumf/strategic-plan/core-values>), TRIUMF is committed to providing a safe and inclusive environment that fosters the exchange of ideas, encourages open and respectful dialogue, and is free of harassment and discrimination. The Code of Conduct establishes the standards of behaviour expected of all members of the TRIUMF community, including employees, students, visitors, contractors, and anyone else accessing our facilities onsite or online.

The Code of Conduct facilitates our mission and seeks to make TRIUMF a welcoming and inclusive place for everyone. We require the TRIUMF community to conduct itself in a respectful and open-minded manner, and to uphold high standards of professional and academic conduct. These include but are not limited to:

- Using welcoming, supportive, and inclusive language, considering the ways your words may impact others, and being mindful of tone and expression.
- Holding paramount the safety, health, and welfare of the public, including protection of the environment and the promotion of health and safety in the workplace.
- Ensuring every member of a group has the opportunity to participate, both within the facility and in social settings when appropriate.
- Encouraging engagement by all members of the community.
- Holding oneself accountable for one's actions.
- Making yourself aware of pronouns and not deliberately misgendering others.
- Remaining considerate of dietary restrictions, familial obligations, religious observations, and other cultural practices.

If you experience or witness something inappropriate happening, a gentle reminder about the Code of Conduct is a first response. If you believe a situation requires further intervention, contact your supervisor, TRIUMF contact, or your Human Resources business partner (https://www.triumf.ca/node/41103/er_support). Misconduct includes such activities as contraventions of law or regulation, unsafe work practices, unethical behaviour, bullying, harassment, discrimination, and other activities that violate the Code of Conduct.

For student and post-doctoral researchers, you may also contact the TRIUMF Ombudsperson (ombudsperson@triumf.ca). (Note that, *pro tem*, TRIUMF's Ombudsperson has temporarily been made available to all staff.) If conduct matters arise at a TRIUMF meeting or conference, please contact the organizer. All concerns will be taken seriously and treated in confidence and in a timely manner.

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Code of Conduct

The Code of Conduct reflects our core values and the policies of TRIUMF, which set standards for all of us to meet. The Code of Conduct is divided into our three core values:

- Equity & Inclusion
- Excellence & Integrity
- Safety & Accountability

Each section represents a core value that outlines the expectations of TRIUMF and our members in all of our operations. Underlying all aspects of these core values are the following commitments:

- We will create policies and practices that foster the professional and academic environment required for achieving our mission.
- We will commit to building a positive professional and academic environment in alignment with TRIUMF's mission.
- We will conduct ourselves with integrity, honesty, and transparency during any of our dealings within TRIUMF and with our greater network.
- We will contribute to the goal of fostering a culture of equity, diversity, and inclusion.
- We will act with special care when communicating as an employee or representative of TRIUMF to uphold the organization's reputation.

Equity & Inclusion – Respectful Workplace

We empower our people and foster an inclusive work environment, enriching our science and our community. We value teamwork and open communication to ensure that everyone belongs, and all voices are heard. We respect each other, take care of each other, and support the success of all.

All members of the TRIUMF community should be aware of these policies and programs that guide our commitment to Equity & Inclusion for the creation of a Respectful Workplace.

Workplace Bullying & Harassment

TRIUMF is committed to creating an environment where all are treated with dignity and respect. Every individual has the right to work and learn in an atmosphere that promotes equal opportunities and that is free of bullying and harassment. TRIUMF promotes this standard of conduct for anyone working at, or accessing, TRIUMF facilities.

TRIUMF recognizes that our diverse community creates the opportunity for unique cultural and academic exchanges that are vital for building a resilient organization.

TRIUMF prohibits behaviour that does not reflect our values. We do not tolerate discrimination, harassment, or bullying. Acts of discrimination, harassment, or bullying will result in immediate action, and notification of appropriate authorities, as required. This includes but is not limited to sexual harassment, intimidation, threatening behaviour, sustained disruption, use of offensive or demeaning language, including unwelcome or offensive jokes, unwanted photography, screenshots or recording without consent, engaging in biased, demeaning, or hostile

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commentary based on individual characteristics such as age, race, ethnicity, sex, sexual orientation, gender identity or expression, marital status, nationality, political affiliation, ability status, educational background, faith, or any other characteristic protected by law.

TRIUMF requires reporting of all incidents of bullying and harassment, regardless of who the offender may be.

HR Policy 13 – Workplace Bullying & Harassment – [Document-10478](#)

Equity, Diversity, and Inclusion

At TRIUMF, we are committed to an inclusive culture that supports and celebrates the voices of our employees, students, partners, and the communities we serve.

HR Policy 23 – Equal Opportunity – [Document-10488](#)

Ombudsperson

The TRIUMF Ombudsperson serves students and post-doctoral fellows at TRIUMF as an independent and impartial resource for matters regarding TRIUMF policies and procedures, academic and professional conduct, and bullying and harassment, as well as issues related to equity, diversity, and inclusion.

Students and post-doctoral fellows who have questions about these matters during their time at TRIUMF are encouraged to use the ombudsperson as a resource for information and a possible means of resolving conflicts that they may be experiencing.

TRIUMF’s Ombudsperson has also been made available temporarily to all staff.

Ombudsperson Terms of Reference – [Document-219178](#)

EDI Senior Advisor

An Equity, Diversity, and Inclusion (EDI) Senior Advisor role has been created. When filled, this position will drive EDI across TRIUMF, develop the overarching EDI strategy in consultation with appropriate partners, lead the coordination and delivery of EDI actions within the organisation, and promote and model effective practices within the laboratory. Working with the Executive Director & CEO and through the Leadership Team, the incumbent will contribute to the advancement and promotion of EDI at TRIUMF through strategic development of a range of activities and programs, and partners with key stakeholders to advise, guide, and promote TRIUMF’s core values around Equity, Diversity, and Inclusion.

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Employee Representative Committees

Within TRIUMF, there are representative committees for each employee group. They exist to support communication and cooperation between lab management and their respective employee groups. Through general meetings and other means, the committees offer employees opportunities to express themselves, raise issues, and suggest solutions to problems, anonymously if desired. The committees also advocate for the interests of employees in discussions with the Senior Leadership Team or Human Resources on matters of importance.

Board Appointed Employee Representative Committee (BARC) Terms of Reference – [Document-147376](#)

Professional and Supervisory Representative Committee (PSRC) - Terms of Reference – [Document-148630](#)

Technical Employee Representative Committee (TERC) - Terms of Reference – [Document-148531](#)

Graduate Student and Postdoc Society

The Graduate Students and Postdoc Society (GAPS) is a society comprising graduate students and postdoctoral fellows (“postdocs”) at TRIUMF with the mission to represent graduates and postdocs present at TRIUMF, both residents as well as short- or long-term visitors; to foster a sense of community; to advocate for the health, safety, well-being, and administrative needs of graduates and postdocs; and to provide graduates and postdocs opportunities for academic and professional development.

The Society functions under the authority of the Head of the Academic and Users Office.

Graduate Student and Post Doc Society (GAPS) - Terms of Reference – [Document-148467](#)

Privacy & Confidentiality

TRIUMF takes seriously the importance of privacy in relation to the personal and confidential information that it collects, uses, discloses, and receives in the course of its operations. TRIUMF endeavours to ensure the accuracy, confidentiality, and security of such information. The handling of private and confidential information must be consistent with TRIUMF policies, the *Personal Information Protection Act* of British Columbia, and other applicable laws. TRIUMF’s Privacy Officer is available for any inquiries regarding the management of personal information.

HR Policy 34 – Privacy – [Document-10499](#)

HR Policy 42 – Confidentiality – [Document-206506](#)

Information Security Categorization – [Document-188805](#)

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Excellence & Integrity

We have a passion for excellence in all that we do. We are decisive, bold, courageous, and compassionate. We take responsibility for our actions, our commitments, and our contributions to the larger community.

All members of the TRIUMF community should be aware of these policies and programs that guide our commitment to Excellence & Integrity.

Scholarly Integrity and Responsible Conduct of Research

All TRIUMF researchers are responsible for familiarizing themselves with the scholarly standards and practices that are generally accepted within the relevant scholarly field and following them honestly, accountably, openly, and fairly.

HR Policy 38 – Scholarly Integrity and Responsible Conduct of Research – [Document-170296](#)

Code of Financial Conduct

Employees who have access to TRIUMF funds in any form must follow the prescribed procedures for recording, handling, and protecting financial activity as outlined in TRIUMF's organization procedures or other explanatory materials.

TRIUMF imposes strict standards to prevent fraud and dishonesty. If employees become aware of any evidence of fraud or dishonesty, they should immediately advise their manager.

Code of Financial Conduct – [Document-160387](#)

Policy on Financial Fraud – [Document-160388](#)

Fraud Response Plan – [Document-160389](#)

Intellectual Property

TRIUMF is an organization whose mission is to discover and innovate, inspire and educate, and create knowledge and opportunity for all.

TRIUMF is committed to working with our member universities and other partners, including research institutions, other universities, collaborators, and users, in promoting research excellence, while at the same time respecting the intellectual property policies and collective agreements of such member universities and partners.

Intellectual Property Policy – [Document-193949](#)

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Conflict of Interest & Commitment

TRIUMF recognizes that real and perceived conflicts of interest and commitment will arise within our community given the international and diverse nature of our collaborations across science, academia, and business. We will manage any such conflicts in a fair and equitable manner, recognizing both the interests of TRIUMF and those of our individual community members.

HR Policy 28 – Conflict of Interest – [Document-10495](#)

Whistleblower

TRIUMF’s Whistleblower policy provides protection to individuals who report activities of their employer that are deemed to be unlawful, fraudulent, or unethical.

HR Policy 41 – Whistleblower – [Document-190784](#)

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Safety & Accountability

We respect the health and safety of our community. We build quality into our processes and seek continual improvement in all of our systems. We embrace transparency and authenticity and hold ourselves and each other accountable.

All members of the TRIUMF community should be aware of these policies and programs that guide our commitment to Safety & Accountability.

Occupational Health & Safety

TRIUMF is committed to maintaining a working environment that safeguards the health and safety of all workers on the TRIUMF site. In particular, compliance with all applicable regulatory codes, such as the regulations of WorkSafeBC (WSBC) and the regulations and operating licence conditions of the Canadian Nuclear Safety Commission (CNSC), is the minimum standard to be achieved. TRIUMF believes that a safe workplace can be achieved only by close cooperation between employers and employees. We are committed to participating with all workers on the TRIUMF site to prevent accidents and maintain hygienic conditions in the working environment.

The acceptance of responsibility for safety by all individuals is critical to the success of the safety programs at TRIUMF. The responsibility must be seen not as being separate from the work but as being an integral part of the work.

TSN 1.0 TRIUMF Policy on Safety in the Workplace – [Document-537](#)

HR Policy 18 – TRIUMF Occupational Health & Safety – [Document-10483](#)

HR Policy 19 – First Aid – [Document-10484](#)

HR Policy 20 – Protective Clothing & Equipment – [Document-10485](#)

Fit for Work

We expect all members of the TRIUMF community to carry out their activities in a condition that is proper and safe without impairment by alcohol, drugs, or medication. All individuals are expected to be “Fit for Work” while attending to TRIUMF matters.

HR Policy 32 – Substance Use – [Document-10497](#)

Work Management

At TRIUMF, work must be managed in accordance with the principles outlined in the Canadian Nuclear Safety Commission (CNSC) N286-12, Management system requirements for nuclear facilities, and its associated REGDOC-2.1.1, Management System. We provide clear direction on how to meet requirements for sound management practices to support the safe performance of work. TRIUMF’s goal is to ensure that safety is properly considered in the design, management, planning, and control of all work activities.

Work Management Policy – [Document-218693](#)

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Security

The safety and security of TRIUMF's community, TRIUMF property, intellectual property, and information technology is of the utmost importance. Research and general operations are dependent on the ability of people to work safely and infrastructure that functions efficiently and reliably. The achievement of TRIUMF's mission would not be possible without these assets.

Robust policies and procedures are in place to protect and maintain TRIUMF's security. These measures are also necessary to fulfill National Research Council requirements and Canadian Nuclear Safety Commission licensing obligations.

*TRIUMF Security Policy – [Document-193675](#)
TSOP 10 – Access to TRIUMF – [Document-1733](#)*

Acceptable Use

TRIUMF possesses significant information technology resources, scientific equipment, and infrastructure, the security of which is crucial for TRIUMF's operations. To protect these assets, we follow our Acceptable Use Policy, which sets out the responsibilities of all individuals who use, access, or manage TRIUMF IT resources.

Regardless of the purpose of the IT, equipment, or infrastructure use, all activities must be conducted safely in accordance with TRIUMF policies, procedures, and standards, and with due consideration of any organizational risk posed to TRIUMF.

Acceptable Use Policy – [Document-193101](#)

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Misconduct

The TRIUMF Code of Conduct is a guide for how we expect our community members to behave when representing TRIUMF or participating in any of our academic or professional activities. TRIUMF will hold accountable those who violate this Code of Conduct. Consequences will depend on the nature of the violation and the harm caused to the interests of TRIUMF and our workers, visitors, and community. Corrective actions may include training, loss of privileges, mediation, and in some cases termination.

Serious Misconduct

Members of the TRIUMF community who are found to have committed serious misconduct in their dealings with TRIUMF or as representatives of TRIUMF may face immediate dismissal and a loss of organizational privileges. Examples of serious misconduct include:

- Criminal acts as defined under the criminal code, which include but are not limited to violence, uttering threats, or fraud;
- Matters involving insubordination, willful acts of damage, and misconduct stemming from dereliction of duty or performance; and
- Employee conduct outside of work that brings the employer into disrepute and causes serious harm to TRIUMF or members of its community.

Afterword

Please be aware that the Code of Conduct is not a replacement for any of the internal policies and procedures or laws and regulations that govern our operations. TRIUMF is bound by workplace legislation and regulation, including but not limited to the *BC Employment Standards Act*, the *BC Human Rights Code*, *BC Occupational Health and Safety Regulation*, and the *Immigration and Refugee Protection Act*. TRIUMF policies and external governance are subject to change, which may impact our operations and this Code.

It is TRIUMF's responsibility to communicate any policy or regulatory changes to our community and to provide appropriate information and training with respect to those changes. TRIUMF employees and community members are expected to be aware of the administrative and behavioural expectations of our organization that arise from policy and regulation to ensure that we maintain a safe, healthy, and welcoming workplace.

If you have questions or require clarification on any elements of this document, TRIUMF offers multiple channels for support. We also appreciate and encourage feedback on all aspects of TRIUMF activities, including our Code of Conduct. Employees may seek out their manager, representative group, or an HR business partner for any issues they have regarding TRIUMF. Students may contact, their supervisor, GAPS, or the Ombudsperson. Visitors, collaborators, contractors, and other individuals may seek out their TRIUMF contact for any questions. Any of those parties will be able to direct you to the appropriate resources to respond to your queries.