

Sorby Labs Suite

Sediment, Soil, and Pollutant Analysis Laboratory (SSPAL) – Code of Conduct

Please be aware, this is not a legal document and is to be used as a guide in addition to the University of Leeds conduct specific to your [study](#) or [employment](#).

Overview

We are responsible for creating our laboratory culture. Please use the opportunity to be welcoming, collegiate, kind and professional. The topics below are not exhaustive so if you have any ideas for positive change or suggest any changes then please get in touch via [email](#).

Equality, Diversity and Inclusion

Equality, Diversity and Inclusion (EDI) are the key pillars of our Code of Conduct and we want to ensure that SSPAL users have positive experience, regardless of gender identity and expression, sexual orientation, neurodiversity, disability, physical appearance, body size, race, age, and/or religion.

We do not tolerate harassment by and/or of SSPAL users in any form, and we ask all lab users to conform to the following:

- All communication, be it online or in person, should be appropriate for a professional audience, and be considerate of people from different cultural backgrounds. Sexual language and imagery are never appropriate.
- Be kind to others and do not insult or put down other lab users.
- Behave professionally. Remember that harassment and sexist, racist, or exclusionary jokes are not appropriate.
- Harassment includes offensive verbal comments related to gender, sexual orientation, disability, neurodiversity, physical appearance, body size, race, religion, sexual images in public spaces, deliberate intimidation, stalking, following, harassing photography or recording, sustained disruption of discussions, inappropriate physical contact, and unwelcome sexual attention.
- Participants asked to stop any harassing behaviour are expected to comply immediately.
- Contribute to discussions with a constructive, positive approach.
- Be mindful of talking over others when discussing in groups and be willing to hear out the ideas of others.

To report an issue please complete this confidential [form](#). If you choose to input your email address, which will not be recorded in anyway, you will receive a copy of your report, support options available to you and information about the next steps you may want to take.

Environmental Sustainability

The SSPAL is committed to enabling the University of Leeds' goal of being net zero Carbon footprint by 2030.

This will be achieved by:

- Reducing the use of plastics, ensuring consumables are reused wherever possible.
- Following the SSPAL waste disposal guide for samples. It is vitally important that you never wash samples into the sinks for disposal or when cleaning.
- Plan your experiments well, try to set long duration experiments going overnight to take advantage of the lower load of electricity.
- Follow best practice guides on sample preparation and analysis to reduce the requirement for duplicating workload. If you're ever unsure of the best course of action, then ask SSPAL staff who will be happy to advise.
- SSPAL has links with a green courier service - please use them to send and receive samples to help lower carbon emissions.

Mental Health

Anyone can struggle with their mental health and some aspects of academic life can exacerbate problems, such as:

- Feelings of isolation and uncertainty. Whether this is due to a lack of peer support and group-based projects, living alone, uncertainty in funding or innumerable other reasons.
- Unexpected research outcome. Quite often with lab-based research things don't go to plan, projects take longer than expected, equipment breaks, codes won't work, and it can be hard not to see these very common problems as a personal failure.
- Burnout. Due to the issues above it can seem necessary to work excessively long hours to try and overcome them, leading to exhaustion.

We understand that these issues can seem overwhelming and insurmountable at the time, but we can assure you that they're very common and you can get past them. We recommend that you prioritise your mental health and include activities in your spare time which help you to relax and unwind.

- If you need help and support from lab staff please just ask, or you can access confidential [student](#) or [staff](#) support through the links provided.
- There are many [student](#) societies and [staff](#) network groups which offer support and community.
- There are mentoring schemes for [staff](#) and [students](#) which will pair you up with someone to help you navigate work, study, career prospects and coping mechanisms.

Working Hours

SSPAL is available for use within the working day (9am-5pm) and lab staff are under no obligation to work later than this, reply to emails outside of their working day, or when on annual leave. Please be considerate and patient.

If lab staff do send email outside of the working day, you are under no obligation to read or reply. Email is not a messaging service, and there is no expectation of an immediate response.

If you're on campus outside of the working day and you need assistance, please call UoL security **0113 343 2222 in an emergency** (0113 343 5494 in non-emergency).

Open Access Publishing

We would like all SSPAL journals, data and data analysis code to be made Open Access and uploaded to Symplectic following publication. The University of Leeds guidance, to which we have to adhere, can be found [here](#). Funding to pay for the costs associated with Open Access publishing can be found [here](#).

SSPAL has a Github account for processing code which can be found [here](#)

Data storage

SSPAL has a Data Policy which covers the storage of all the data on our acquisition PCs. This Policy requires PI's to pay for all data to be archived once the project has been completed as a condition of booking to use SSPAL.

It is the lab users' responsibility to ensure that all of their data is backed up on their own network drives/hard drives. Do not use the lab computer as one of your back-ups as the data drive is accessible to all lab users and lab staff will accept no responsibility if data is deleted, corrupted or edited (either deliberately or accidentally) once your lab booking is complete.

Acknowledgements in publications

If you have used SSPAL equipment or expertise in your data collection then please acknowledge us and SSPAL in the acknowledgements when published.

Not only is this a nice thing to do (and who doesn't want to be nice?) it is also one of the key measures of research impact for SSPAL.

List of links

Below is a list of all the hyperlinks in this document, in order of occurrence:

[https://students.leeds.ac.uk/info/21519/official documentation and regulations](https://students.leeds.ac.uk/info/21519/official_documentation_and_regulations)

<http://equality.leeds.ac.uk/wp-content/uploads/sites/64/2014/03/Dignity-and-respect.pdf>

[https://xforms.leeds.ac.uk/forms/form/1060/en/online reporting form](https://xforms.leeds.ac.uk/forms/form/1060/en/online_reporting_form)

<https://students.leeds.ac.uk/#Support-and-wellbeing>

[https://hr.leeds.ac.uk/info/6/support for staff/304/supporting mental health for staff](https://hr.leeds.ac.uk/info/6/support_for_staff/304/supporting_mental_health_for_staff)

<https://www.luu.org.uk/clubs-and-societies/>

<https://equality.leeds.ac.uk/staff-networks/>

<https://peopledevelopment.leeds.ac.uk/services/professional-development/coaching-and-mentoring/>

http://careerweb.leeds.ac.uk/info/86/mentoring_schemes

https://library.leeds.ac.uk/info/14061/open_access/13/open_access_policies

https://library.leeds.ac.uk/info/14061/open_access/10/find_funding_for_open_access

<https://github.com/Sorby-lab>

This Code of Conduct (CoC) borrows heavily and is modified from six open source CoCs: (i) BahlaiLab CoC (Christine Bahlai); (ii) WhitakerLab (Kirstie Whitaker); (iii) Hill Lab (Jon Hill); (iv) Krevorlab (Sam Krevor); (v) MicroMicEng (Ben Britton); and (vi) Chris Jackson