

# Code of Conduct for the ESA Director of Science Town Hall Meeting

This Code of Conduct was last updated on: 11 April 2024

The European Space Agency strives to create a positive work environment where all people are treated with respect and dignity. In the context of ESA Science workshops and conferences, all participants are expected to help create an environment at the meeting and all associated activities that is professional, inclusive, and in which everyone is treated with respect.

All participants are therefore requested to follow these guidelines:

1. All participants are expected to behave professionally and to be respectful – critique ideas not people.
2. All communication should be appropriate for a professional audience taking into account the many different backgrounds and perspectives of the participants.

ESA does not tolerate unprofessional or inappropriate behaviour or statements. This includes but isn't limited to: sustained disruption of talks, comments related to individual characteristics, background or identity, and photography or recording of an individual without consent.

Meeting organisers and chairs bear a particular responsibility in ensuring that the code of conduct is followed.

- The Organising Team members (Gaittee Hussain - [gaittee.hussain@esa.int](mailto:gaittee.hussain@esa.int), Victoria Grinberg – [victoria.grinberg@esa.int](mailto:victoria.grinberg@esa.int)) are designated as the contact points for all matters related to this code. Participants can report any violation of these guidelines to these designates in confidence.
- Should a participant witness behaviour they suspect may be unprofessional or inappropriate, it is recommended that they approach the affected person as soon as possible to support and help them. The witness can encourage the affected person to report the unprofessional or inappropriate behaviour but should be guided by that person on their preferred course of action.
- Anyone requested to stop inappropriate behaviour is expected to comply immediately. In serious cases, a participant may be asked to leave the event without a refund or, in the case of online participation, the removal of meeting credentials.
- In the case where the unprofessional or inappropriate behaviour involves an ESA staff member, ESA's Human Resources Department may be contacted for further guidance on the applicable policies and means of action.

*Acknowledgments: This code of conduct has been adapted from the London Code of Conduct (by A. Pontzen and H. Peiris), which was derived from original Creative Commons documents by PyCon and Geek Feminism. It is released under a CC-Zero licence for reuse. To help track people's improvements and best practice, please retain this acknowledgement, and log your re-use or modification of this policy at: [https://github.com/apontzen/london\\_cc](https://github.com/apontzen/london_cc).*