

Charter of Good Conduct

Laboratoire de Météorologie Dynamique

This charter sets out guidelines for greater respect for people, regardless of their gender, socio-economic status, sexual orientation, origin (real or assumed), religion, pregnancy or disability (non-exhaustive list). On the one hand, it concerns the behavior and actions of each individual member of the laboratory, and on the other, commitments and actions to be taken at the level of team management and the laboratory as a whole.

The need for this initiative is based on the reflections and results of the survey on quality of life in the laboratory carried out by the laboratory's inter-site equality-diversity group.

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1. Definitions

1.1 Harassment

Sexual harassment is characterized by the repeated imposition on a person of comments or behavior with sexual or sexist connotations, which either violate their dignity by being degrading or humiliating, or create an intimidating, hostile or offensive situation.

Sexual harassment is the use, even if not repeated, of any form of serious pressure with the real or apparent aim of obtaining an act of a sexual nature, whether this is sought for the benefit of the perpetrator or a third party.

Ressources : <https://information.defenseurdesdroits.fr/unefemmesurcing/>

Moral harassment takes the form of repeated acts likely to lead to a deterioration in the working conditions of the person subjected to them, which may result in an infringement of his or her rights and dignity, a deterioration in his or her physical or mental health, or a threat to his or her professional development.

Ressources : <https://www.service-public.fr/particuliers/vosdroits/F2354>

1.2 Discrimination

Discrimination is the act of treating a person differently because of a prohibited criterion (gender, age, origin, sexual orientation, marital and family status, religion, state of health, etc.).

Ressources : <https://www.service-public.fr/particuliers/vosdroits/F1642>

1.3 Sexism

Gender-based harassment is defined as "any harassment related to a person's gender, with the purpose or effect of violating their dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment."

Ressources : <https://travail-emploi.gouv.fr/IMG/pdf/kit-sexisme.pdf>

1.4 Stereotypes

Stereotypes refer to the unconscious way in which we categorize people solely based on their affiliation with a group (age, gender, skin color, etc.).

1.5 Bias

The effect of seemingly neutral measures or criteria that predominantly favor the same category of people. In particular, stereotypes can lead to significant **bias** in decision-making.

Ressources :

<https://implicit.harvard.edu/implicit/france/background/index.jsp>

<https://www.unil.ch/egalite/home/menuinst/egalite-femmes-hommes/recrutement-egalitaire/gender-bias.html>

1.6 Minorities

This term refers to people who are in a minority because of their gender expression, sexual orientation, disability, origins or religion.

Acts of sexual harassment, moral harassment and discrimination fall under criminal law, while sexist behaviour fall under labour law.

The aim of this charter is to combat sexist behaviour, stereotypes and bias in the laboratory, and to foster a working atmosphere in which everyone feels at ease.

2- Unbiased recruitment

Competence

At all levels, candidates are recruited solely on the basis of their professional skills and suitability for the position. Encouraging and incentivizing better representation of minorities and women must not become a source of further stigmatization: people should not be chosen for their gender or minority status, but for their skills.

Diversity

Where applications are of equal value, give preference where possible to candidates who will enhance the team's diversity.

Encourage a variety of profiles (origins, gender, career path, etc.) to apply for permanent positions. Examine all career paths, even those that are non-linear or interrupted for family and/or medical reasons (including career breaks). The richness of profiles and backgrounds should also be considered as an asset.

Writing job advertisements

Particular attention must be paid to the wording and communication of job advertisements to avoid stereotyping and bias: inclusive expression, deadlines compatible with family life. The laboratory ensures that no stereotypes or biases are conveyed by offers of internships, theses, post-docs or jobs.

Avoiding bias

Take care to avoid unconscious biases and misunderstandings (e.g. casting more doubt on the independence and competence of female candidates on the basis of their gender). The laboratory ensures that recruitment committees are set up with gender equality in mind.

3. Disseminating information to all

3.1 Avoiding social proximity bias

Widely disseminate information likely to be of interest to a group of people, for example by avoiding replying only to a person who has directly requested advice, when this could be useful to others. Avoid the "boys club" effect whereby men, or any group of people sharing a common background, are better informed thanks to informal links. Ensure that the passage of information is not limited to a sub-group in social proximity.

3.2 Limiting language bias

Make all resources (laboratory board minutes, miscellaneous scientific or administrative information, meeting minutes) accessible to everyone, in French and English. Unless it exclusively concerns people who can read and understand French without difficulty, always distribute information in French and English.

4. Combating stereotypes and biases

Diversity in leadership and collective bodies.

The laboratory's management team must be gender-balanced. The laboratory undertakes to ensure that its collective bodies (recruitment, evaluation and conference organization committees) are gender-balanced.

Training

The laboratory commits to encouraging all staff, especially team leaders, to undergo training on stereotypes and unconscious cognitive biases in the workplace. The laboratory commits to regularly organizing seminars and discussions on these topics, notably during general assemblies.

Career development

Encourage women and minorities to participate in internal competitions, professional selections, advancement to higher positions (e.g., Research Director, Professor) and support them in preparing for these contests. Encourage women and minorities to submit projects, conference abstracts, funding applications, and mobility grant requests.

Encourage women and minorities to take specific training programs tailored to their needs.

Maximize the integration of female interns, doctoral candidates, postdoctoral researchers, and those from minority backgrounds into research, and support and assist them in their career development.

Responsibilities

Value collective efforts: Encourage women and minorities to take on responsibilities within leadership, advisory boards, teams, etc., while ensuring to avoid falling into a form of benevolent sexism and ensuring a rotating distribution of less valued tasks.

5. An inclusive and caring work environment

Language at meetings

The choice of language used at meetings must be agreed by each team, with the aim of enabling everyone to participate. It is important to be transparent about the language of meetings in advance. For scientific presentations, it is up to the presenter to choose the language in which to express him/herself, and to communicate this choice in advance to potential participants.

Transparency about the place given to French and English at laboratory meetings should be established as early as the job interview.

Facilitating open and peaceful communication for everyone

Make sure that people taking part in meetings do not cut each other off, and that everyone who wishes to speak is given the floor. In hybrid meetings with people taking part by video, ensure that they can express themselves and be heard or read in the chat. To do this, assign a person to moderate the face-to-face meeting and a person to monitor the video participants at the start of the meeting.

Enabling everyone to feel comfortable with who they are

The laboratory is committed to facilitating and supporting any gender transition of its staff, even in the absence of an official request for a change to the Civil Registry. To this end, the procedure to be followed to change a first name (e-mail, identifier, link with supervisory authorities) is explained on the laboratory's website. Should the person concerned wish to change his/her first name or gender, the supervisor and laboratory management undertake to draw up witness statements (Articles 200 to 203 of the French Code of Civil Procedure, Article 441-7 of the French Penal Code).

Generally speaking, the laboratory undertakes, within the limits of its resources, to be vigilant about potential gender discrimination, for example by avoiding, as far as possible, forcing its staff to enter a title or gender (e.g. in questionnaires).

Disability and accessibility

The laboratory undertakes to improve the accessibility of its premises and events, and to promote the accessibility of its scientific content. In general, the laboratory undertakes, within the limits of its resources, to be vigilant about potential discrimination linked to disability, whatever it may be: mobility, blindness, deafness, neurodivergence, chronic illnesses, and in particular illnesses that entail a particular risk with regard to aerosol-transmitted viruses such as Covid 19: immunodepression, heart disease, etc.

Respect for all staff members

Staff must be treated with the same respect, whatever their status and type of activity, whether they are research, administrative or technical personnel.

Welcoming new arrivals

Give new arrivals a warm welcome (at least a desk and computer, welcome booklet, etc.). Introduce them to the team.

Facilitate access to "French as a Foreign Language" training for new arrivals from abroad.

Non-permanent staff follow-up

Offer an informal annual progress review for non-permanent staff who so wish. Set up a sponsorship/mentoring system with a permanent member of staff other than their manager, to advise or help with career development at different stages of their professional life.

6. Promoting work-life balance

Meetings

Meetings must be organized in such a way as to reconcile work and family life; meetings must be scheduled at least several days in advance; team members' part-time schedules must be respected, as well as the time slots for meetings (9.30am-5pm) and lunch breaks, and meetings must be completed within a reasonable timeframe (2 hours maximum); an agenda must be sent out in advance.

Facilitating the return after a prolonged absence (maternity, paternity, parental leave, illness, etc.)

Do not redistribute offices or equipment without the agreement of the person concerned; set up a return protocol at laboratory management and team level; ensure support and reintegration into projects; hold a professional interview with department or laboratory management upon the person's return to work to discuss, in particular, the career directions envisaged; facilitate access to training and scientific conferences.

Consider family aspects in assessments

Absence due to maternity/paternity/parental/illness leave must not be an obstacle to the awarding of bonuses or to promotion. On the contrary, professional activities should be assessed in relation to the actual period worked. Career delays linked to heavy family duties (leave or part-time work to bring up children or care for dependents) must be taken into account in evaluations.

7. Combating moral, sexist and sexual violence

Prevent

The laboratory commits to strongly encourage all staff to undergo training on gender-based and sexual violence. This includes all new arrivals as well as existing members of the laboratory whenever a new training opportunity is provided by any of the supervisory bodies.

The laboratory regularly disseminates information about moral, sexist, and sexual violence and the available reporting mechanisms within the various supervisory bodies. The laboratory commits to

being receptive to individuals' accounts, adopting an empathetic posture and practicing active listening.

Special precautions must be taken to prevent incidents during social events at conferences or field campaigns, which may be moments of relaxation.

Detect

The laboratory and its teams are committed to detecting situations by opening up regular opportunities for dialogue, in particular by asking questions during annual appraisals. Everyone must be attentive to their colleagues' warning signals.

React

The laboratory commits, on one hand, to welcome and support individuals who are victims or witnesses of moral, sexist, and sexual violence, and to inform them about reporting procedures. On the other hand, the laboratory pledges to conduct an administrative investigation, remind individuals responsible for violence of the legal framework, and report the incidents to the relevant supervisory authorities.