By using space at KITP, you agree to abide by our code of conduct.

1. Treat participants with civility and respect. Diverse viewpoints encourage good discussions. Good ideas often come from the quietest participants. Rephrase, repeat, and correctly attribute them until those in authority can hear them.

2. Start and end the meeting on time. Be mindful of your meeting time and space. We receive more meeting requests than we have available space. Please help us to manage this shared resource.

3. Keep egos and biases in check. Please leave these outside the building. You may retrieve them when you leave.

Creating a supportive environment is the responsibility of all participants.

The Policy

- Participants, including faculty, staff and visitors, will conduct themselves in a professional manner that is welcoming, inclusive, and free from any form of disrespect, intimidation, bullying, discrimination, harassment, and retaliation.
- Participants will treat each other with civility and respect to create a collegial and professional environment where all voices and perspectives can be heard irrespective of biases, known and unknown. Creating a supportive environment is the responsibility of all participants.
- Participants will avoid making inappropriate actions or statements based on characteristics such as age, race, ethnicity, sexual orientation, gender identity, gender expression, marital status, nationality, political affiliation, ability status, educational background, occupation, seniority or any other characteristic protected by law.
- Leaders in meetings bear the responsibility to ensure that conduct is appropriate. If a participant observes inappropriate comments or actions, intervention is appropriate if it respects all parties. Violations of the code of conduct may be reported to CAO@kitp.ucsb.edu.