

**Centre for Neuroscience Studies**  
**Code of Etiquette**

Based on the recommendations of the results of the survey circulated to the faculty, staff and trainees of the Centre for Neuroscience Studies in 2019, the following Code of Etiquette has been established. It is essential for every individual to behave in a socially acceptable way. Etiquette refers to good manners which help an individual leave his/her (or their) mark in the society. Individuals must know how to behave appropriately and professionally in a working environment. We need to respect the organization of the Centre and maintain a level of professionalism in all manner of interactions. This code refers to interactions between all people working under the umbrella of the Centre: faculty, staff, graduate students, visiting researchers and trainees of all levels. We want to create a positive everlasting impression of the Centre for those of us who work here, those who study here and those who visit us from national and international organizations. Most importantly we want to ensure the Centre is a psychologically safe and healthy workplace.

Simple guidelines to follow:

- i. All communication on CNS forums or social media that are created either formally or informally by various groups should professional and positive in nature. Anything written should be done with the intent that it could potentially be seen by the public. Be mindful you are representing the CNS.
- ii. Malicious gossip or in-group fighting is not acceptable in a workplace environment. Please consider both sides of situations and refrain from making negative comments or spreading negative information about others. In the event of issues, please follow the CNS chains of command which for graduate students is the Graduate Coordinator and then Director. Faculty and staff should consult the Director, CNS.
- iii. All meetings should be conducted in a positive manner, be run on time and be as productive as possible to ensure we respect the good use of everyone's time.
- iv. All written communication such as emails or letters should be presented in a positive form and where possible provide suggestions to solve issues that would be mutually acceptable.
- v. Use personal and professional integrity when dealing with individuals in any situation. Disagreement is healthy and productive if presented in a positive way.
- vi. Ensure confidentiality at all times. Consider the information being shared. If you are unsure of the nature of confidentiality, it is always safer to ask first.

If you are a trainee in the Centre and experience any breaches in the code of etiquette we would ask you to address your supervisor, the graduate coordinator, the Director of the CNS and failing that, the School of Graduate Studies. Staff members or faculty should address their concerns to the Manager and/or the Director of the CNS.

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