



## **Code of Conduct**

V1.1: Jan. 24, 2025

**The PRIMA Team is** composed of the scientists, engineers, and other personnel actively participating in the mission design, operation, data analysis, and scientific interpretation of the PRIMA project. Science working group members are considered part of the PRIMA team. Membership is maintained by PRIMA Management. *Being a member of the PRIMA team implies an agreement to abide by this code of conduct.* This Code of Conduct applies throughout the proposal development process, mission planning, and lifetime of PRIMA.

### **We are all responsible for creating a safe and fair working environment**

The PRIMA team commits to providing a fair, harassment-free, and bullying-free experience for everyone on the team. All members of the PRIMA team shall actively encourage open and respectful interactions within the team and work to discourage disrespectful or hostile interactions. We shall not tolerate harassment, bullying, or unfair treatment in any form. Sexual language and imagery is not appropriate for any team event or interaction.

### **We strive for accessibility**

We aim for all team members to be able to participate fully regardless of disability status or other accessibility concerns. We will distribute working climate surveys regularly to team members that include an anonymous opportunity to give feedback on accessibility concerns. We will strive to accommodate any accessibility needs brought to our attention, either directly by an individual or via our anonymous climate surveys. Additionally, team meeting organizers shall request input on any accessibility concerns. All accessibility concerns will be considered in a timely manner by PRIMA management and the Ombuds Committee for PRIMA (OCP). The issue will be discussed with the individual(s) who raised them if relevant, and reasonable attempts will be made to accommodate the accessibility concerns.

### **We all operate with scientific integrity and promote collaboration**

Members of the PRIMA team are expected to work with the utmost scientific integrity<sup>1</sup> and to be honest and transparent in their work. Intentional fabrication or misconstruing

---

<sup>1</sup> Example code of professional ethics: <https://aas.org/policies/ethics>

of findings or intentionally assigning false credit in any way is a breach of this code of conduct.

Members of the team are expected to share their work freely (presentations, software, data products) within the team in a simple and transparent way, wherever allowed by relevant confidentiality guidelines. Members are expected to treat each other with respect and to engage with all team members in a civil, thoughtful, and professional way. Members agree to hear and consider all ideas and opinions, to be honest and transparent about their work and project plans, and to work together collaboratively.

### **Implementation**

All members of the PRIMA team are expected to abide by this code of conduct within our team as well as within our broader professional communities. PRIMA management (see list below) and the OCP shall monitor and enforce this code of conduct.

Violations of the code of conduct may be reported to any member of the management team or the OCP. If the former, management will bring the issue to OCP, who will investigate. Reports that request anonymity or privacy of details will remain confidential within the OCP to the extent possible. It is also acceptable to reach out to the OCP for issues or concerns that do not quite qualify as breaches of the code of conduct, and the OCP can help to discuss, mediate, and develop a path forward.

Any violation of this code of conduct, including credible allegations of violations, may result in disciplinary action, from verbal warnings up to and including expulsion from the PRIMA team and removal of associated privileges. The appropriate disciplinary action will be discussed within the OCP, who will make a recommendation to the PRIMA management team. The PRIMA management team will discuss the violation and recommendation from the OCP and will vote on an appropriate course of action. Majority rules in the vote. If any member of the OCP or management team is accused of misconduct, they will recuse themselves from both the discussion and the vote.

The timeline for each of these disciplinary recommendations (the OCP to make a recommendation to the PRIMA management team and PRIMA management to vote on an appropriate course of action) should be completed as expediently as is possible, and shall not exceed one month for each step.

### **Documentation Requirements and Confidentiality**

Everyone associated with PRIMA shall abide by PRIMA and their individual institute's documentation requirements. It is not allowed to discuss or present non-public PRIMA results or analysis status with outside members without management approval.

Non-public documents, slides with non-public information, as well as emails, Slack messages, and other internal team communication are not to be shared outside the PRIMA team.

**This is a living document.** Updates to this document must be reviewed by PRIMA management, and the document will be reviewed at least annually by the OCP lead during an annual management presentation.

### **PRIMA Management:**

Principal Investigator: Jason Glenn (GSFC)  
Deputy Principal Investigator: Margaret Meixner (JPL/Caltech)  
Project Scientist: C. Matt Bradford (JPL/Caltech)  
Deputy Project Scientist: Klaus Pontoppidan (JPL/Caltech)  
Science Lead: Alexandra Pope (University of Massachusetts)  
Deputy Science Lead: Tiffany Kataria (JPL/Caltech)

### **Ombuds Committee for PRIMA (OCP):**

OCP Lead: Edwin Bergin (UMich)  
Rotating Members, as of Jan 2025: Jenn Rocca, Tiffany Kataria, Alberto Bolatto, Liz Luthman, Neela Rajendra, Talia Gibas, Elisabeth Mills.

### **Abbreviations:**

- PRIMA: PRobe Infrared Mission for Astrophysics
- Ombuds Committee for PRIMA (OCP)

### **References**

This code of conduct draws on language and structure used in other collaborations, including:

1. ACES: [https://drive.google.com/file/d/1HCrQ8yhb78hW8sduNEQPrXMG5MOp\\_Zt/view?usp=drive\\_link](https://drive.google.com/file/d/1HCrQ8yhb78hW8sduNEQPrXMG5MOp_Zt/view?usp=drive_link)
2. Fermi-LAT: <https://www-glast.stanford.edu/codeofconduct.pdf>
3. Mu2e: <https://mu2e.fnal.gov/public/hep/general/missionstatement.shtml>
4. KM3Net: [https://www.km3net.org/wp-content/uploads/2019/06/KM3NeT\\_Code\\_of\\_Conduct\\_and\\_Ethical\\_behaviour-v20181023.pdf](https://www.km3net.org/wp-content/uploads/2019/06/KM3NeT_Code_of_Conduct_and_Ethical_behaviour-v20181023.pdf)
5. STAR: <https://www.star.bnl.gov/CodeOfConduct.php>
6. AXIS code of conduct, shared from A. Pope
7. SphereX constitution, shared from J. Rocca