

Discover Materials Ambassadors Code of Conduct



The **Discover Materials Ambassadors** network is established to further our collective interest and knowledge of materials science and engineering, especially with school pupils, teachers, and the general public. When conducting work as a member of our network, you must adhere to a few underpinning expectations.

- Treat the safety and welfare of our guests and colleagues as paramount at all times.
- Treat all members of the activities and programmes with consideration and respect.
- Report and challenge abusive activities e.g. bullying, racism, sexism, aggression, unfriendliness, disrespect and intolerance. Challenge also any inappropriate behaviour by guests or staff, in line of the guidelines of your host institution. We recommend that you suggest a member of staff as the first point of call and do not give individuals personal contact information.
- If you wish to promote science communication engagement via social media, or other platforms, consider how your total presence may be considered. Please refer people to the websites of the department you are working for, and the Discover Materials website. You can specify the names of Academics in charge and guide the visitors to find their profiles on official websites.
- As an Ambassador for Discover Materials your conduct is important to us, and so please refrain from any action that would bring the Department and its programmes and activities into disrepute.
- Please try to use gender neutral pronouns where you can and make sure you use inclusive language at all times. Avoid language which may make participants feel uncomfortable or excluded.
- You must not be under the influence of alcohol, or any other substance, which may affect their ability to work on activities and programmes.
- You are encouraged to use discretion with the use of personal mobile phones on programmes and activities.
- It is prohibited for staff or volunteers to take pictures or films of participants on personal cameras or personal mobile phones without consent, and often this consent must be given in writing and in advance of the event you are organising. If you are posting content on social media, please make sure that appropriate consent was obtained (check with the organiser or speak to your local Discover Materials coordinator) and make sure that people engaging in activities are wearing appropriate personal protective equipment (PPE).

- You are expected to dress accordingly to the guidelines of each event. Normally this is just casual. If you are working in a lab, you are expected to wear full-length trousers, closed shoes and you will be provided with lab coat and goggles by the department. If you are working offsite, make sure you have conducted an appropriate risk assessment and asked about local PPE rules prior to beginning any activity.
- When acting on behalf of the network, our guiding aim is to promote the discipline. You may of course show enthusiasm for your home institution, but please avoid doing this at the expense of any of the partners.

Reporting inappropriate or abusive behaviour

- Particular procedures during an event are dependent on the institution. Check with them before the beginning of the event.
- If abusive / inappropriate behaviour is observed the file a report to either a Lead Ambassador at your institution, one of the Discover Materials Co-Chairs to the National Outreach Officer Discover Materials as soon as possible after the event. Such a report will be treated in confidence and raised at the next Discover Materials Working Group meeting (usually monthly)