

Behavior and relationships iGEM team protocol

I. Principles and Objectives.

Team _____ is a group of students from _____ that is highly motivated in contributing to the expansion of molecular biotechnology and synthetic biology with the intention to innovate in useful solutions to problems that currently affect our society.

Is not easy to maintain respect and tolerance on a team, as all the members have different ways of thinking, and stressful periods can carry to disputes where members can transgress the physical and emotional integrity of others. Besides, there must be considered certain rules and penalties to address violence, harassment and abuse situations. This is why all members of Team _____ must accept and comply with the protocol below, with the purpose of maintaining a friendly and healthy atmosphere during the time before the Giant Jamboree.

II. Rules

This document is divided into six main axes that address many situations that the team could face. In each axis, a series of rules are established with the penalties that will be taken in case of them being transgressed.

1. To maintain good harmony within the team.

1.1 Respect

Respect is the key in all situations and aspects. That is why each member of the team must comply with the following in all instances:

- Allow all members to express their opinion.
- Do not unvoice who is talking.
- Refute ideas with arguments and without personal attacks.
- Voices are not to be raised and no member should be shouted at.

The breach 1 time of any of these rules will be sanctioned as a small fault.

The breach 3 times of any of these rules will be sanctioned as a serious fault.

The breach 4 times of any of these rules will be sanctioned as a very serious fault.

1.2 Authority and decisions

Although this team has instructors and leaders, they only guide the group and do some logistical managements, but they have no major attributions about the rest of the team. So, NOBODY has the power to order another team member to do something without their consent. In case someone is faced with this situation, they must inform immediately to the PI and team leader, in case they are not involved, to talk to the involved person or to evaluate their permanence in the team.

The breach 1 time of any of these rules will be sanctioned as a serious fault.

The breach 2 times of any of these rules will be sanctioned as a very serious fault.

2. Conflicts.

Given the amount of work that must be carried out during the development of the project and the stress that accumulates when the date of the competition approaches, conflicts between members usually arise with some regularity. The resolution of these events must be resolved in the context of respect and good coexistence. That is why the following must be fulfilled:

- If a major conflict (where a point of segment 1.1 is violated) arises during a meeting, the team leader will try to mediate the situation and inform the teacher in charge. In case the leader is involved in the conflict, the meeting will be suspended and the members of the team will have the obligation to inform the PI.
- If any conflict is generated in any situation external to the meeting, it must be CONVERSED and RESOLVED personally between the parties involved.

If during the conflicts something of 1.1 or 5 is violated, the corresponding sanction will be applied to those points.

3. Trips

During the trips that will be made for the development of the project (visits to schools, companies or entities from other locations) and the Boston trip to the Giant Jamboree, is important to establish some coexistence rules that must be accomplished in the accomodation places:

- The rooms must be chosen according to affinity.
- For comfort and also security, the rooms will be separated by gender (whenever possible)

If during a trip something of item 1.1 or item 5 is violated, the corresponding penalty will be applied to those points.

4. Discrimination and violence

Attitudes of violence and discrimination will not be tolerated in any of their forms, being considered serious acts that MUST be sanctioned. That is why it will be sanctioned as a very serious fault to incur any of the following acts:

- Sexual harassment or sexual abuse
- Discrimination by gender
- Racial discrimination
- Political discrimination
- Discrimination for religion
- Arbitrary discrimination
- Physical violence
- Verbal / psychological violence

5. Fulfillment of tasks.

During the development of the iGEM project, it is normal for team members to experience situations of tension, fatigue and stress. That is why, to maintain good coexistence and avoid that these situations become triggers of major conflicts, the team members have to comply with the following:

5.1 Request help / collaboration: when there is little time to deliver or fulfill a task in a certain period, the overload of tasks added to the academic load may exceed the capabilities of any member, so it is STRONGLY suggested that if faced with this situation, the affected person requests help from other team members.

5.2 Empathy: you must empathize with those members of the team who have had problems performing a task. In addition to the preparation of the project, the academic load provoke a strong additional stress for each member. That is why it is suggested to understand and offer help to those who are delayed or had problems fulfilling their tasks, in addition to recommending that the affected person does not overload themselves with work.

5.3 Non-fulfillment of tasks: in the event that, despite the above considerations, a member of the team does not fulfill a task, the situation must be discussed in first instance between the person involved, the coordinator of the corresponding commission and the team leader. In the event that the person involved is the

coordinator of the commission or the team leader, the situation should be dealt with PI, being informed by the members of the corresponding commission.

Depending on the severity and context of the situation, a serious or very serious sanction will be applied at the discretion of the sanctions' regulatory body.

6. Giant Jamboree

During the Jamboree and in any context of the competition, this protocol of coexistence must be respected in consideration of everything mentioned in the previous points, in addition to complying with the protocol established by iGEM.

III. Sanction Procedure:

i. Regulatory commission in charge of penalties:

This commission will be composed with at least one PI, one instructor, and all the team's student leaders.

In case of evaluating situations or applying sanctions, this council will be in charge of those tasks according to the established in the point ii.

In the case that one of the accused is a PI, another PI will take actions. In case all PIs are accused, the problems will have to be solved directly with the corresponding authorities of the Faculty or University the team is representing.

In case one of the accused is a student leader or instructor, the other(s) will have to take actions with the rest of the council. In case all student leaders and/or instructors are involved, PIs will be in charge to take actions.

ii. Type of penalty according to the severity of the event.

In case of committing a small fault:

- Regulatory commission must do a written admonition where it is emphasized the penalties that it could have in case of continuing committing faults.
- The person involved will lose the commission coordination charge in case of having it.
- The person involved will have to do a written apology to the other team members addressing the committed fault.

In case of commit a serious fault:

- Regulatory commission must to do a written admonition where it is emphasized the penalties that it could have in case of continuing committing faults.
- The involved person will lose any position they have in the team, either team leadership or commission coordination in case of having it.
- Given the amount of work that must be carried out during the development of the project.
- The person involved will be left as a last priority to travel to Boston.
- If there is any member of the team affected by the committed fault, the regulatory commission must take measures as not to bother any of the parties and maintain good coexistence.

In case of commit very serious fault:

- Regulatory commission must to do a written admonition where it is emphasized the penalties that it could have in case of continuing committing faults.
- That who was committed the fault, will be expelled.
- Regulatory commission must do a written record emphasizing the prohibition of reincorporation in the team of the involucrate person and the prohibition of participation in this iGEM team for the years to follow.

iii. Defense of people involved in problematic situations:

The accused will have the right to appeal the sanctions with the regulatory commission, showing proofs or similar that can prove their innocence with a time limit of 5 labour days after the sanction is communicated.