

Code of Conduct
University of Nebraska State Museum
Approved 3 June 2019

The University of Nebraska State Museum promotes discovery in natural science through innovative research, scientific collections, learner-centered education, and public exhibitions. The Division of Entomology is a scientific, educational, and collections-based part of the museum whose members work in a variety of settings and serve in multiple capacities. The Division holds its collections in public trust and in perpetuity as an important part of the world's biological commonwealth. This stewardship of collections entails the highest public trust and carries with it the presumption of rightful ownership, permanence, care, documentation, and accessibility.

Research and education are professional activities that empower individuals to achieve new knowledge and promote collections care, outreach, and career goals. Conforming to the professional values to which we adhere is important to an ethical commitment to our discipline of Entomology and to collections care. We value diversity in all its forms and so are committed to providing a positive environment for all, regardless of gender, sexual orientation, ability, religion, socioeconomic status, career status, culture, or ethnicity. The Division will model and promote a welcoming environment for all staff, colleagues, students, volunteers, and visitors. Biological collections provide a unique place to nurture diversity in the profession and foster interest in the world among diverse audiences and peoples. They can serve as nexus for understanding cooperation, inclusivity, and unity in diversity. They also provide valuable opportunities to reach underrepresented peoples with the timely and vital message of the value of biodiversity. As such, they are important places for promoting science, ethics, and the beauty that is our biosphere to diverse communities.

Expected Personal Behavior

Appropriate, positive behavior towards others acknowledges and values who they are and what they are doing, and this reflects on one's own character, integrity, and values. All personnel working in the Division and its collections in any capacity are expected to:

- Treat everyone with respect and consideration.
- Maintain respectful dialogue at all times to promote constructive discourse.
- Evaluate the work of colleagues fairly and objectively.
- Recognize past and present contributors to science and not claim credit for accomplishments of others.

Prohibited Personal Behavior

- Harassment and intimidation, including verbal, written, or physical conduct designed to denigrate, threaten, intimidate, or coerce another person.
- Discrimination or exclusion based on gender or gender identity, sexual orientation, age, disability, physical appearance, body size, race, religion, national origin, or culture.
- Physical, emotional, or verbal abuse of any person.

Expected Collections Care and Scientific Conduct

Proper collections care embodies the professional characteristics of specialized knowledge, competency, accountability, honesty, and integrity. All personnel collecting, curating, or studying specimens for and in the collections will:

- Secure appropriate permits and legal permissions prior to any collecting activities.
- Adhere to academic standards of field collecting and treatment of specimens, both living and dead.
- Prepare and label specimens according to professional standards.
- Properly store all specimens under their care and will not allow specimens to become damaged or degraded through neglect or misuse.
- Properly use and dispose of preservatives, killing agents, and other chemicals associated with specimen collection and preparation.
- Make arrangements for any personal specimens or collections in their possession to be deposited in the museum when they leave.
- Promptly return loans, with concomitant documentation, to loaning institutions.
- Carefully monitor the condition of collections to determine when an object or specimen may require conservation and/or restoration work.
- *Scientific conduct should conform to established legal, ethical and academic practices such as acknowledging and citing work of others, appropriate recognition of contributions to team research projects and publications, and keeping accurate data records.*

Unacceptable Collections Care and Scientific Conduct

- Mistreatment (breaking, permanently removing labels, misplacement) of specimens in the collection.
- Removing specimens from the collections for personal use.
- Forwarding a loan from another institution to a third party without permission from the loaning institution.
- Creating false data, plagiarizing the works of others, or failure to conform to established legal, ethical, and academic practices.

Reporting

If you see or experience prohibited or disrespectful behavior or language (unacceptable personal conduct), or if you witness unacceptable collections care or scientific conduct, if you feel that you are in a position to do so, please speak directly to the offender. You should also notify as appropriate either the Curator, Collection Manager, Museum Director, or Department Head of Entomology.

If you feel uncomfortable with a situation or behaviors/language of others, and would prefer not to report to one of the people listed above, you should contact the Office of Institutional Equity and Compliance (<https://www.unl.edu/equity/> or call 402-472-3417) as soon as possible after the situation occurs. You may submit your concerns to the Office of IEC using the online form - <https://www.unl.edu/equity/Fillable%20Intake%202015.pdf>.

Violations of the expected behaviors described above will necessitate meeting with Division, museum, and/or academic department leadership to develop a corrective action plan that will be strictly enforced and time-bound. Egregious violations of policies, repeat offenses, or failure to conform to corrective action plans will lead to dismissal and exclusion from the Collection premises.