



Code of Conduct for Community Members and Volunteers

Introduction

LabOps Unite values the participation and dedication of its Community Members and Volunteers who contribute to the success of our nonprofit organization. This Code of Conduct outlines expectations and guidelines to ensure a respectful, inclusive, and productive environment. By adhering to these principles, we foster a culture of collaboration, professionalism, ethical behavior, and confidentiality.

Definitions

- **Community Member:** An individual currently working in or directly supporting Lab Operations (LabOps), including roles in laboratory management, safety (EHS), facilities, research operations, procurement, IT or laboratory support services.
- **Volunteer:** An individual who contributes time and expertise to LabOps Unite activities without financial compensation.
- **Consultant/Vendor:** An individual or organization offering products or services to the LabOps community.

Community Participation Qualification

Community Members must be actively working in or supporting Lab Operations as defined above and must agree to abide by this Code of Conduct.

LabOps Unite



1. Respectful and Inclusive Conduct

- 1.1. Community Members and Volunteers shall treat all individuals with respect, dignity, and fairness, irrespective of race, color, religion, gender, sexual orientation, national origin, disability, or any other protected characteristic.
- 1.2. Harassment, discrimination, or disrespectful behavior — including offensive language, gestures, or actions that demean, intimidate, or belittle others — is strictly prohibited.

2. Professionalism

- 2.1. Conduct must reflect professionalism, integrity, and transparency at all times.
- 2.2. Community Members and Volunteers must represent LabOps Unite positively and uphold its mission, vision, and values.
- 2.3. Confidentiality must be maintained regarding sensitive information entrusted to them.

3. Collaboration and Teamwork

- 3.1. Foster a collaborative and supportive environment with open communication and teamwork.
- 3.2. Address differences of opinion constructively and respectfully.
- 3.3. Evaluate all contributions, ideas, and suggestions based on their merits.

4. Ethical Conduct

- 4.1. Adhere to the highest standards of ethical conduct and comply with all applicable laws, regulations, and organizational policies.
- 4.2. Board members, community members and volunteers must proactively disclose any external commercial interests—including consulting work, vendor affiliations, or other business activities—that intersect with lab operations or the services and topics relevant to LabOps Unite's mission.

LabOps Unite



- 4.3. Disclosures should be submitted in writing to the Board and reviewed annually. Volunteers are encouraged to update their disclosure if their external roles evolve.
- 4.4. Board members, community members and volunteers are expected to recuse themselves from LabOps Unite activities only when:
 - 4.4.1. Their participation could reasonably result in a direct or indirect commercial benefit to themselves or their business; or
 - 4.4.2. Their role in shaping or influencing a discussion, event, or policy could reasonably be perceived by members as compromising LabOps Unite's neutrality.
- 4.5. Subject-matter overlap alone does not require recusal. Board members, community members and volunteers are encouraged to share their expertise broadly when it benefits the community.
- 4.6. Where ambiguity exists, community members should raise the matter with the Board for review and case-by-case guidance. The intent is to protect trust through transparency, not to limit participation.

5. Antitrust Compliance and Confidentiality

- 5.1. Communicate with other Community Members and Volunteers only for purposes related to LabOps Unite's goals, initiatives, or projects.
- 5.2. Any discussion or disclosure of competitively sensitive information is strictly prohibited, including any exchanging company-specific current or future prices, pricing formulas, or other details that could impact prices.
- 5.3. Comply with all applicable confidentiality obligations regarding any other proprietary business information, financial data, personal data, or research findings.
- 5.4. Confidential information must not be misused and may not be disclosed in the context of LabOps Unite community communications except as required by law or with appropriate authorization.
- 5.5. External sharing of LabOps Unite confidential information requires prior consent from LabOps Unite leadership.

6. Professional Development

LabOps Unite



- 6.1. Pursue professional development opportunities that enhance skills and knowledge.
- 6.2. Support continuous learning and growth to contribute to LabOps Unite's success.

7. Responsible Use of Resources

- 7.1. Use LabOps Unite resources, including equipment, funds, and intellectual property, responsibly and solely for authorized purposes.
- 7.2. Misuse or unauthorized appropriation of resources is strictly prohibited.

8. Compliance with Policies and Procedures

- 8.1. Follow all LabOps Unite policies related to privacy, engagement, and communications.
- 8.2. Soliciting services through messages, forum replies, or promotional content is prohibited.
- 8.3. Individuals whose primary intent is to promote or solicit on behalf of themselves or a company may not use LabOps Unite platforms for such activity.
- 8.4. Community Members may offer used lab equipment, supplies, or materials to benefit the community (e.g., during site closures or turnover). All such offers must be clearly presented as community resources, not commercial sales, and must align with LabOps Unite's mission. LabOps Unite reserves the right to remove any posts that are deemed inappropriate or inconsistent with these guidelines.
- 8.5. Violations may result in a warning, suspension, or immediate removal depending on the severity of the infraction.
- 8.6. Community Members with questions about these policies should contact a LabOps Unite administrator before posting or acting.

9. Reporting Violations

LabOps Unite



- 9.1. LabOps Unite encourages Community Members and Volunteers to promptly report any violations or concerns related to this Code of Conduct.
- 9.2. Reports may be submitted via email to codeofconduct@labops.community or through the LabOps Unite website reporting form.
- 9.3. LabOps Unite will thoroughly investigate all reported violations and take appropriate action.
- 9.4. Disciplinary action will be proportionate to the severity of the violation and may include a warning, suspension, or removal from the community.
- 9.5. If a Community Member or Volunteer disagrees with the outcome of an investigation, they may submit a written appeal within 15 days of receiving the decision.
- 9.6. Appeals will be reviewed by the LabOps Unite Code of Conduct Committee, an impartial body designated to oversee compliance with community standards.
- 9.7. The Code of Conduct Committee will issue a final decision within 30 days of receiving a complete appeal. The Committee's decision is final and binding.

10. Participation of Consultants and Vendors

- 10.1. Consultants and vendors are welcome to join LabOps Unite discussions, events, and activities to share knowledge, expertise, and industry insights in a collaborative and educational manner.
- 10.2. Consultants and vendors must adhere to the same Code of Conduct as all Community Members and Volunteers, including respecting confidentiality and refraining from solicitation.
- 10.3. Soliciting services, promoting products, or marketing on behalf of themselves or a company within LabOps Unite platforms, events, or communications is strictly prohibited.
- 10.4. Violations, including solicitation, may result in immediate removal from LabOps Unite participation.
- 10.5. Individuals who are removed may submit an appeal to the Code of Conduct Committee following the same appeals process outlined above.

Conclusion

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By adhering to this Code of Conduct, Community Members and Volunteers help maintain a positive and inclusive environment that fosters collaboration, professionalism, ethical behavior, and confidentiality. LabOps Unite values its community and appreciates every individual's commitment to empowering laboratories and advancing scientific collaboration and innovation.