

DIII-D National Fusion Facility Code of Conduct

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The DIII-D National Fusion Facility is operated by General Atomics (GA) on behalf of the U.S. Department of Energy (DOE). As such, GA is responsible for the work environment at the facility, and the facility inherits GA's code of business ethics and standards of conduct, as well as its recognition of a civic responsibility to conduct business in a responsible and ethical manner. Nevertheless, particular considerations arise in the application of these standards in the context of DIII-D serving as a multi-institutionally collaborative national user facility, in terms of the standards and expectations from DOE, and the need to ensure a highly functioning and enabling work environment across institutions. In this context, a DIII-D code of conduct has been developed to summarize these expectations and how they operate across the multi-institutional team. Participants should note this does not replace the requirements or codes of conduct of their individual employer institutions.

The team of the DIII-D National Fusion Facility is committed to providing a safe and productive work environment. We recognize a shared responsibility to create and maintain this environment. In the DIII-D program we aspire to show an exceptional level of respect amongst the team. Articulating our values reinforces our respect for each other, and provides avenues to correct our culture should it ever stray. In pursuit of these goals, we seek to promote equality of opportunities and treatment, regardless of, but not limited to: race, color, national origin, gender, age, pregnancy, religion, religious creed, ancestry, mental disability, physical disability, medical condition, genetic information, military and veteran status, marital status, sex, sexual orientation, gender identity, gender expression, parental status, political affiliation, socioeconomic background, neuro(a)typicality, physical appearance, and other characteristics protected by local, state, or federal law.

In alignment with GA's Code of Conduct policy, the DIII-D program seeks to conduct all its affairs in keeping with the highest moral, legal, and ethical standards. From a DIII-D team perspective this includes, but is not limited to addressing inappropriate or intimidating behavior and language, abuse of power, display of offensive images, repeatedly offering unwelcome jokes or comments, unwanted touching or attention, and distribution of private information without permission. To this end, all participants in the facility are expected to treat others with respect and consideration, in order to create a collegial, inclusive, and professional environment, both at the facility and when representing DIII-D at external events.

DIII-D participants are expected to support these goals by adhering to the following conduct standards:

- Treat others with dignity and respect at all times.
- Foster teamwork and employee participation, encouraging and respecting different perspectives and outcomes, even when you disagree with them. Ensure everyone can be heard.
- Seek out insights from employees with different experiences, perspectives and backgrounds.
- Design and execute processes with a view to avoiding imbalanced consequences arising from conscious or subconscious bias
- Be open-minded and listen when given constructive feedback regarding other's perception of your conduct. Provide specificity, examples, and fairness in addressing problematic conduct.
- Consider, discuss, develop and implement community agreements (example attached) for interactions amongst teams and in meetings, so all colleagues can make their best contribution.
- Raise problematic behavior with the individual concerned where you feel it is appropriate and are comfortable to do so; where not, please raise with other colleagues or managers, or a relevant HR rep.
- Address or report inappropriate behavior and comments that are discriminatory, harassing, abusive, offensive or unwelcome to the DIII-D management, GA HR or the hotline mentioned below.

This code is intended to provide a framework and expectations so colleagues can generally avoid adverse behavior, in order to create an enabling environment for the whole team. Additionally, it is hoped it will lead to a culture in which inappropriate behavior can often be rapidly identified and raised with the individual informally by team members or supervisors (where they feel comfortable to do so), ideally leading to quick resolution, apology, correction and improved awareness. Nevertheless, significant reportable or unresolved violations should be elevated to the DIII-D management, relevant collaborator leadership or relevant HR departments. In such cases, DIII-D team members are requested to report incidents by contacting a manager or HR department, or by using the anonymous third party “InTouch” hotline reporting system at (866)-583-5542. Inappropriate behavior could result in a range of corrective, protective or disciplinary actions as determined by those bodies. This includes informal feedback, requirements for training, verbal or written warning, limitation of roles, access to the facility or access to teams at the facility. Unresolved or reportable issues will be dealt with by engaging the relevant HR department(s), which also provide broader advice, support and analysis capabilities. The goals are to provide an awareness and culture that reduces adverse incidents, and ensures suitable resolutions are found that protects the work environment and individuals at the facility.

The DIII-D team is encouraged to identify opportunities to improve our policies and practices to enhance workforce engagement and development, and improve the efficiency of program execution. Feedback and ideas can be communicated to the DIII-D management directly, or to the DIII-D User Board.

Example flyer that can be used to stimulate discussion amongst teams at DIII-D on how to ensure a productive meeting. Teams are free to develop their own “community agreements”:



DIII-D NATIONAL FUSION FACILITY COMMUNITY AGREEMENTS

- **Respect each other**
even if, and especially if, you don't agree.
Always remember the human.
- **Address the problem, not the person.**
Work towards finding solutions rather than creating animosity.
- **Recognize that together we know more**
than we know individually.
Learn from and make use of the knowledge of your colleagues.
- **Take space, make space.**
Enable everyone to contribute and ensure everyone's voice is heard.
- **Recognize that intent is not impact.**
Check in with one another to ensure everyone is enjoying an inclusive and productive work environment.

