

Code of Conduct for Using Microsoft Teams, School of Social Work Ph.D. Program, Rutgers University

The following behaviors are expected and requested of all students and faculty who are participating as community members of TEAMS:

- Be welcoming. We strive to be a community that welcomes and supports people of all backgrounds and identities. This includes, but is not limited to members of any race, ethnicity, culture, national origin, color, immigration status, social and economic class, educational level, sex, sexual orientation, gender identity and expression, age, size, family status, political belief, religion, and mental and physical ability.
- Be respectful and careful in the words that you choose. We are a community of professionals, and professional conduct is expected.
- Do not insult or put down other participants. Harassment and other exclusionary behavior are not acceptable. This includes, but is not limited to:
 - Violent threats or language directed against another person
 - Remarks that demean others
 - Discriminatory jokes and language
 - Posting sexually explicit or violent material
 - Posting (or threatening to post) other people's personally identifying information
 - Personal insults, especially those using racist or sexist terms
 - Unwelcome sexual attention
 - Advocating for, or encouraging, any of the above behavior
 - Repeated harassment of others. In general, if someone asks you to stop, then stop.
- Disagreements, both social and technical, happen all the time. It is important that we resolve disagreements and differing views constructively.

- Content that has been identified as objectionable, inappropriate, or off-topic will be subject to deletion by channel moderators. Posters will receive a warning and risk being blocked from the channel if unacceptable behavior persists. Content shared via TEAMS is accessible to all participants, and may not be secure. Information that you wish to keep private or confidential should not be shared via Teams.

Reporting

- If you are being harassed, notice that someone else is being harassed, or have any other concerns, please contact the administrators. They will respond as promptly as they can.
- We will respect confidentiality requests for the purpose of protecting victims of negative or unacceptable behaviors, and/or abuse.

Consequences

- Participants who are asked to stop any harassing or unacceptable behavior are expected to comply immediately.
- If a participant engages in harassing or unacceptable behavior, the administrators may take action as appropriate.

Agree to Code of Conduct

By signing below I agree to and acknowledge that I have fully read and understand the “Teams” code of conduct policy. I understand that if I have any questions or concerns about this policy, it is my responsibility to discuss this with the administration.

Name (Print): _____ Date: ____/____/____

Signature: _____

TEAMS Moderator: [Uri Yarmush](mailto:Uyarmush@ssw.rutgers.edu) Uyarmush@ssw.rutgers.edu

PhD Director and Administrator: [Allison Zippay](mailto:Zippay@ssw.rutgers.edu) Zippay@ssw.rutgers.edu