

CODE OF CONDUCT FOR HOMEWARD BOUND2018 – A LIVING DOCUMENT

Overarching Ideas and aims

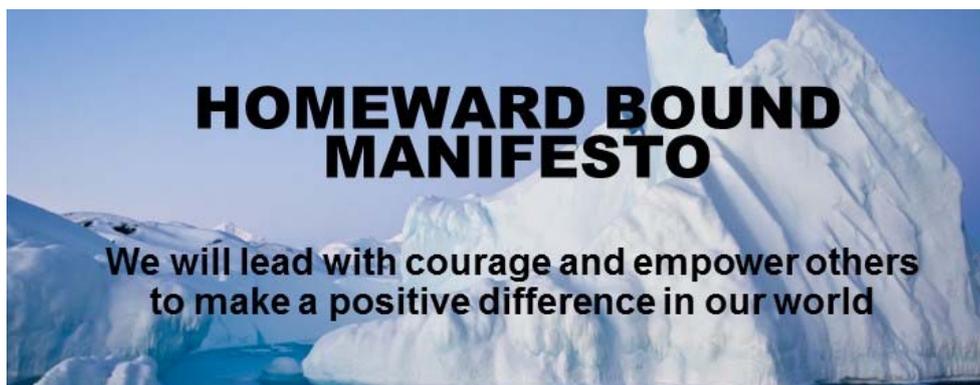
This Code of conduct is a living document which identifies personal responsibility to contribute to morale, teamwork and participation and ultimately, a safe and successful program. It promotes expected behaviours and identifies unacceptable behaviours. It acts as a guideline for ethical decision making, prevents negative legal effects, and encourages positive relationships. It also acts as a reference for solving ethical dilemmas and preventing discrimination or harassment.

The Code guides principles and behaviours in concert with the law and the rules and regulations of the other entities involved in delivering Homeward Bound (MV-Ushuaia, Expedition Leader and Leadership Team).

Sea voyages (and field bases) in the Antarctic are self-contained communities, largely isolated from mainstream society. In these special circumstances, individual and community behaviours are of legitimate concern to those managing and participating in these programs. Each person plays an integral role in managing interpersonal and group relationships in such a ways as to promote and maintain well-being and a constructive culture.

Key Elements of the Code of Conduct

The following are core elements of the Homeward Bound Code of Conduct that applies before, during and after the voyage to Antarctica. All involved with the program should review and agree to this Code prior to participation and departure.



Live

- true to our values
- model and create transformative leadership structures that are collaborative, inclusive and representational

Nurture

- mentor, support and encourage people in science and related disciplines recognizing the particular barrier some face

Foster

- integration, cooperation, synthesis, and whole-systems thinking, partnerships among a range of communities

Create

- positive tipping points in behaviour towards sustainable practices globally; real, sustainable solutions to humanity's increasingly interlinked problems

Care deeply

- for our planet and people through affirmative personal and collective actions to reduce our footprint

Together

- speak and act courageously on women in leadership and science as well as environment and interrelated issues
- promote women's visibility and leadership in a public for a, raising awareness where women are sidelined

Act

- to seek dialogue, encourage common understanding and collaborations with people of different views, disciplines, politics, ages, genders, religions, races, etc.
- to be visible, shaping our communities, policies, businesses, and society with our voices, votes and various abilities
- to stand up to bullying and discrimination of all kinds

Commit

- to kindness as our first pathway to a better world

Change the game

- through new practices leaving behind ego, respecting multiple perspectives and acting with humility

Homeward Bound is a global collaboration of women with a science background. The initiative aims to heighten the influence and impact of women with a science background in order to influence policy and decision making as it shapes our planet.

homewardboundprojects.com.au

VALUES WE ALL SHARE

Inclusive and Respectful

- I, irrespective of my role, work towards being inclusive and respectful towards others, before, during and after the voyage. This includes sensitivity towards culture, gender, abilities, etc.

Integrity

- I lead by example: I do what I say I will, I assume people are innocent and give them open and transparent feedback, I think the best of others, even when I disagree, I remember I represent a 'whole', not only a part. I act with best intention.
- I can speak privately to the Program Manager, psychologist or Expedition Leader with a specific intention to resolve any misunderstanding or tension if I don't feel I can do this on my own.

Fairness

- As a member of Homeward Bound, I have the right and responsibility to speak up if I feel the actions of another seem unfair, or put others at risk (see Mechanisms for Reporting & Compliance below).
- I also understand that while each person in the program carries personal responsibility, the Expedition Leader and Captain are ultimately responsible for the safety of passengers on board and the Program Manager is responsible for the Leadership, Science, Strategy and Visibility focus for participants.

Confidentiality

- I respect the confidences entrusted to me.
- Unless otherwise stated or shared on a public forum by the person in question, I seek permission to share personal stories, photos, and content developed by others.
- When concerns are raised I will address them with respect, concern and confidentiality.
- When raising a concern, I will focus on the solution and help required to achieve it.

Respect for Personal Freedom

- As there is confined space on the ship, respect for personal space and alone time is important for everyone.
- Whilst everyone is encouraged to participate fully, I have the right to my own time and space and freedom to go outdoors / remain in my cabin / not attend content if I wish; with the exception of when the Expedition Leader requires me to be present for content related to safety or at his/her discretion. It is important to ensure the Program Manager is kept abreast of any issues, and that if there is concern about the amount being missed, a constructive dialogue ensues as to why and what help can be provided.

Transparency

- In the spirit of collaboration, the operations of Homeward Bound are transparent. This is not a requirement, it is a commitment, to the women and to the intention of Homeward Bound. When choices are made by the Homeward Bound Leadership Team, I am openly invited to ask for further information or insight as to the rationale for the choices.
- Alumnae from prior programs are involved in the development of Homeward Bound (i.e. the Code of Conduct, the Risk Assessment protocols, Advisors to the Leadership Team, development of the science program, science comms and trip advice).
- The cost of developing and running Homeward Bound, and the Governance Structure, are on the web site: homewardboundprojects.com.au/about/governance/

Homeward Bound is evolving. Lack of information may simple reflect lack of process or the request has not previously been made, or there is a lack of understanding. There is never a lack of intent.

Creating a supportive environment

Any behaviour intended to disturb or upset, which is found threatening or disturbing, is not acceptable. I understand that often, behaviour seen to be aggressive or threatening, may not be intended as such, but if it is experienced this way, then the knock on effect in a closed environment (the ship/Antarctica) can be significant. To this end I work to create a supportive environment by:

- Not threatening another person – verbally, physically, or by covert action which undermines an individual or group.
- Being open to feedback when someone feels threatened or intimidated, even if I don't feel that what was experienced actually happened (we all have a voice and we all listen).
- Recognising people who are stressed, homesick, unwell, or unaware may do things that are counterproductive. I am open, generous, kind and inclusive in my approach to dealing with this. It is a core responsibility of all involved. In these instances, individuals are treated with respect and as a leader I work together to create a healthy outcome.

Health and Safety on Board and during Landings

Everyone is responsible for and contributes to safeguarding health and safety on the voyage;

- Clear chains of command for safety both on board the ship and during landings will be explained before departure.
- I agree to comply with all health and safety instructions so as not to endanger their own or others' wellbeing and lives.

Privacy

I have the right to privacy including in shared cabins and on landings (providing individuals are walking or sitting within prescribed areas). No one should enter my cabin without my permission unless for clear safety reasons. Given I will be sharing a cabin, I have the right to ask for time out from conversation with my cabin mate, without causing offence.

Impact on Environment

I will minimise impact on the natural environment and follow rules for visitors to the Antarctic. Collection or removal of biological or geological specimens or human artefacts, without specific authorisation, is not permitted. Antarctic regulations must be adhered to at all times.

Being at sea with 80 women and a mixed crew for three weeks

We become our own community, in every way. To this end, sexual interactions may occur. This must be discrete and consensual.

Sexual harassment is deemed to have occurred if it includes offensive or humiliating behaviour that is related to a person's sex, as well as behaviour of a sexual nature that creates an intimidating, unwelcome, hostile, or offensive environment. It can include:

- Unwelcome sexual attention of any kind, including unwanted contact, commenting on physical features, making sexual comments, making physical sexual advances, sexual coercion, and rape.
- Sexual advances, requests for sexual favours or unwelcome demands for dates
- Sexually oriented jokes, pictures, text or email messages
- Display of sexually suggestive pictures or pornography

Consent is when someone agrees, gives permission, or says "yes" to sexual activity with other persons.

Mechanisms for Reporting and Compliance

1. If I feel unsafe or unwelcome or I have a concern, and feel unable to resolve the issue in person, I will reach out to the Program Manager, the Expedition Leader and/or psychologist.
2. A feedback box will be available to all. The Program Manager and Expedition Leader will clear this on a daily basis and raise issues with relevant individual(s) in private, and, should it be required, with the support of the psychologist or one of the leadership facilitators.

GENERAL

Think the best of each other, use common sense, behave like constructive leaders.
Remember our greater shared purpose at all times.

If something occurs that seems to break confidence, or breach trust, or undermine fairness, or appear to be unfair or not transparent, the first course of action is to speak constructively with the individual/s concerned. If this does not work, then people are encouraged to seek help from the Leadership Team, the Program Manager, the psychologist or the Expedition Leader.

This is a leadership initiative. We all choose to behave like leaders. It is not our place to judge or undermine others. It is our job to call unhelpful behaviour, to coach each other and to secure the long term vision of Homeward Bound as a globally significant collaboration of capable women.

Acknowledgment of this Code of Conduct

I _____ (Name in full)
acknowledge that I received the Code of Conduct on _____ (Date Signed)

By making this acknowledgement I confirm the obligation I have to apply this Code of Conduct as part of my participation in Homeward Bound.

(Note: If you have any difficulties or questions regarding this Code of Conduct, please discuss this with program leaders.)

Definitions

Homeward Bound = Homeward Bound (year behind it denotes year of journey e.g. HOMEWARD BOUND2016 was 1st trip)

Homeward Bound Project Manager = individual in charge of the Homeward Bound program (excluding those areas of responsibility covered by the Expedition Leader)

Participants = HOMEWARD BOUND participants + year of participation

Alumnae = HOMEWARD BOUND participants from all journeys once completed

Leadership Team = all individuals who have donated their time to build the Homeward Bound experience (leadership, strategy, science, visibility and science communications)

Psychologist = part of the HOMEWARD BOUND team, bound in confidentiality by the code of conduct (under APHRA), maintains confidentiality of any information provided.

Expedition Leader = Person/s in charge of organising and leading the on-shore landings, ship decisions, transport to and from the ship, program itinerary

Captain = Person in charge of the vessel and individual who has ultimate authority and responsibility of safety for passengers while on board the vessel.

Crew = ship's crew (under command of Captain)