CODE OF CONDUCT FOR SBAG STEERING COMMITTEE MEMBERS V.2

The Small Bodies Assessment Group (SBAG) Steering Committee (SC) approved a Code of Conduct (adapted from, and with full credit to, the creators of the MExAG Code of Conduct) during their November SC meeting in 2022. The SBAG SC will annually review, update, and sign this Code of Conduct, modifying it according to the best community practices at the time of review. The latest review of this document took place in June 2025 to be in compliance with LPI policy changes resulting from recent Executive Orders.

This Code of Conduct and expression of expected behavior as we as a SC conduct our business reflect our own views, values, and opinions regarding proper conduct and have not been approved by NASA.

The SBAG SC members adopted this Code of Conduct to state their intent to value a range of opinions, life experiences, and points of view to research, policy, and decision-making processes and to promote a safe, collaborative, and productive work environment for all members of the community. Science is best advanced when there is mutual trust, respect and integrity, and when it is conducted in environments free from harassment, bullying, and discrimination. The SBAG SC Code of Conduct outlines the minimum expected commitment and conduct of the SC members as they work together to support and advance the community's goals for the exploration of all small bodies in the Solar System. This Code of Conduct is applicable to SBAG SC members, subcommittee members, and others representing SBAG in an official capacity and will be enforced during all SBAG committee and public meetings. This document outlines: (1) the standards to which we (the SBAG SC) will hold ourselves; (2) unacceptable behavior; (3) means to enforce this Code of Conduct; (4) instructions for filing an incident report; (5) reference materials; and (6) SC signatures.

1. Conduct Standards

As individual SC members and as the committee as a whole:

- We will refrain from discriminatory behavior.
- We will listen to the opinions of the members of the SBAG community, and we will act on behalf of members of SBAG, rather than our personal agendas.
- We will make decisions based on the merits of the issues.
- We will treat SBAG SC colleagues and fellow SBAG members or collaborators as professionals—with respect and consideration, valuing all views and opinions.
- We will create a safe, professional, and collaborative environment for respectful conversation, critiquing ideas rather than individuals, discussing any concerns directly whenever possible, and taking responsibility for our statements by

speaking as much as possible in the first person ("I" statements) rather than in the third person.

- We will not engage in personal attacks nor inappropriate/negative body language directed toward other SBAG SC members, fellow SBAG members, partners, or collaborators.
- Although we may disagree with SBAG SC colleagues during meetings—and discuss personal views with members if asked—we will support the final decisions made by the SC.
- We will create mechanisms to implement and monitor conflict of interest policies.
- We will convey the general outcomes of SC discussions, but not the details of who said what during SC meetings, conference calls, or email discussions.
- We will not speak as official spokespersons of NASA to the media, partners, or policymakers, unless we have been designated as such by NASA.
- We will not share confidential or proprietary information.
- We will serve as ambassadors of SBAG's core mission, policies, programs, and services.
- When we represent SBAG on social media, we will act to promote the core mission of SBAG and adhere to the points of acceptable behavior outlined in this Code of Conduct.
- Collectively, and as individuals, we will serve as role models, demonstrating the highest standards of ethical conduct. SBAG SC members will maintain a professional reputation in the community.
- We will ensure a safe, professional, and collaborative work environment within the SBAG SC, through proactive actions such as, but not limited to, participating in a variety of professional development and training opportunities aimed at strengthening the workforce.
- We will promote and actively increase opportunities for all individuals of the wide-ranging community at every career stage.
- We will stay informed about current trends in the profession that could affect SBAG.
- We will read the SC agenda materials distributed in advance of SC meetings, come prepared to participate constructively, and refrain from conducting other professional or personal business during meetings.
- We will actively engage in SBAG and SBAG SC activities beyond meetings, equitably sharing the responsibilities of the SC in supporting its mission.
- We will make every effort to ensure that we are participating in SC conference calls/webinars in a private setting, to avoid distractions to the group.

2. Unacceptable Behavior

Any of the following behavior is considered unacceptable:

- Discriminatory and disrespectful comments or speculative remarks related to gender, gender identity and expression, sexual orientation, physical and mental ability/health, age, race, ethnicity, national origin, religion, political affiliation, socio-economic status, physical appearance, body size, or any additional personal characteristics or other protected status;
- Dissemination of discriminating or inappropriate statements and images in online domains, e-mails, or presentations, whether they be public or for internal use;
- Inappropriate and non-consensual physical contact;
- Real or implied threats, stalking, bullying, intimidation, or physical or verbal abuse;
- Unprofessional behaviors that disrupt presentations during meetings;
- Misuse of pictures or audio/video recordings of presentations at SBAG and SBAG SC meetings;
- Behavior that is unprofessional, unwelcome, and uninvited.

3. Explanation of Enforcement

Standards and unacceptable behaviors outlined in this Code of Conduct will be enforced following these guidelines:

- Insensitive or inappropriate comments are often unintentional (e.g., use of out-of-date language). Such comments can often be addressed through education and helpful rephrasing suggestions. These suggestions are best made in response to the comments, or as soon as possible afterward if the venue is not appropriate. SC members commit to engage in such constructive behavior within SC meetings, as well as in the broader community, to maintain a safe, professional, and collaborative environment.
- During SC meetings, SC members will do their utmost to resolve a situation as it occurs; however, the person leading the meeting is ultimately in charge (Chair/Vice-Chair of the SC, or designated proxy).
- If a SC member feels that another SC member or the SC as a whole is not acting in a safe, professional, and collaborative manner, that member should bring the matter to the attention of the Chair/Vice-Chair of the SC as soon as possible.
- If a member of the SBAG SC directly witnesses or is being made aware of unacceptable behavior by participants of SBAG-related events, the incident should be reported to the SBAG leadership.
- Any SBAG SC member who is requested to stop unacceptable behavior, is expected to comply immediately and issue a suitable apology to the affected party

and committee or community, being mindful of the affected party's needs and wishes.
- The SBAG SC as a whole may take any action(s) deemed necessary and appropriate if a SC member violates this Code of Conduct, including but not limited to the immediate removal from the SC and prohibiting participation in any future SBAG SC activities.
- The SBAG SC reserves the right to maintain a record of individuals (SC members) that behaved inappropriately and prohibit their attendance at any future SBAG meeting or other SBAG event.
- As appropriate, egregious violation(s) of the committee member may be reported to their host institution.

4. Incident Reporting

If you witness harassment, discrimination, or insensitive or inappropriate comments as a bystander, it is important that you speak up and take as many of the following steps as possible:

- If possible, and assuming it is safe to do so, call out the harassment or discrimination.
- Let the victim know you have witnessed the behavior and that you are prepared to help e.g., through documenting and reporting the incident.
- Keep records and notes detailing the incident (e.g., emails or written reports that contain evidences of discrimination, harassment, or insensitive or inappropriate behavior). Notes should list the time and location of where the incident took place, who was present as a witness, and what was said or done.
- Report the discriminatory or harassment incident to members, or the Chair/Vice-Chair, of the SBAG SC in writing, along with your records or notes from the reporting process.

If you experience harassment or discrimination, please consider the following steps to help protect yourself:

- Keep records and notes detailing the discriminatory or harassment experience, whether as the subject or as a witness (e.g., emails or written reports that contain evidences of discrimination and harassment). Notes should list the time and location of where the incident took place, who was present as a witness, and what was said or done.
- Report the discriminatory or harassment incident to members, or the Chair/Vice-Chair, of the SBAG SC in writing, along with records or notes from the reporting process.

- Follow up with the SBAG SC for updates on actions by the SBAG SC in response to the complaint.
- Reach out to friends and family, or seek help from a mental health professional, for support.

In case of insensitive or inappropriate comments directed toward you, consider the following options:

- Seek clarification and offer a non-threatening option to correct the insensitive or inappropriate comments made by the person.
- If you are in a situation in which it is reasonable to assume your physical safety is at risk, walk away and report the incident to the members, or Chair/Vice-Chair, of the SBAG SC.
- In the event that the behavior occurs in a public setting (e.g., a professional meeting) and is witnessed by or brought to the attention of the SBAG SC, the Chair/Vice-Chair of the SC will report the behavior and incident to the meeting organizers.

In case of an emergency situation, if deemed appropriate, emergency services should be called (call 911 in the U.S.) or a local fire alarm should be activated. If you witness a crime or behavior that constitutes an immediate or serious threat to public safety, make sure you keep yourself safe while notifying the appropriate authorities. Follow the directions of facility security and public safety personnel. Initiate first aid based on need and your training. Provide as much specific information as possible (e.g., nature of incident, precise location, number of people involved) to 911 and emergency responders.

5. References for further information

Diniega S., Castillo-Rogez J., Daubar I., et al. 2021. Planetary Science and Astrobiology Decadal Survey 2023-2032 White Paper, Bulletin of the American Astronomical Society, 53, 448. https://doi.org/10.3847/25c2cfeb.414c64ae

Favaro, B., Oester, S., Cigliano, J.A., et al. 2016. Frontiers in Marine Science, 3, 103. https://doi.org/10.3389/fmars.2016.00103

Foxx, A.J., Barak, R.S., Lichtenberger, T.M., et al. 2019. Proceedings of the National Academy of Sciences of the United States of America, 116, 14931. https://doi.org/10.1073/pnas.1819409116

6. SBAG Steering Committee signatures

The current SBAG SC signatures with dates below indicate that they have received, read, and agree to this Code of Conduct.

Lori Feaga	06/17/25
Olivier Barnouin	06/17/25
Daniella DellaGiustina	06/17/25
Lorraine Fesq	06/17/25
Motoo Ito	06/17/25
Hannah Kaplan	06/17/25
Prajkta Mane	06/17/25
Joseph Masiero	06/17/25
Daniel Mazanek	06/17/25
Patrick Michel	06/17/25
Darryl Seligman	06/17/25
Flaviane Venditti	06/17/25
Anne Verbiscer	06/17/25