



EARTH
OBSERVATION
LABORATORY
AOTEAROA

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COMMUNITY
CODE OF CONDUCT

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INTRODUCTION

Purpose: The EO Lab Code of Conduct establishes a framework of principles and behaviours that foster an inclusive, collaborative, and ethical environment. It aims to guide our community in maintaining high standards of conduct and mutual respect.

Scope: This code of conduct applies to all members of the EO Lab community including partners, and participants in EO Lab activities. It ensures that everyone involved upholds the values and principles central to our collective mission.

Vision: Earth Observation gives us the ability to convert local-to-planetary insights into meaningful change. Leveraging technology and our unique geographic advantages, we enable solutions within and for New Zealand, whilst amplifying our impact on a global stage. We want to empower decision-making at all levels and in all sectors of society through timely and accurate information. In the process of democratising observational science to drive economic and social development, we recognise and value the principles of Te Tiriti o Waitangi and embrace the role of Tangata Whenua in fulfilling these objectives.

Securing New Zealand's Role in the International Earth Observation Community — NZ must be a valued component of the international Earth Observation capability, delivering benefits to the international community and securing our access to and involvement in international Earth Observation programmes.

MISSION STATEMENT

We seek to be the nexus and a key enabler for the Earth Observation community of practitioners and users across Aotearoa | New Zealand. This effort will enable and align with the objectives of the New Zealand government’s National Space Policy and our vision statement.

OBJECTIVES

1. Found a hub of applied expertise that can be accessed by all the community who are engaged in partnerships that range from strategic to ad-hoc alignment. Providing a focus for capacity development through 6 key focuses:

2. Use existing networks to identify and build relationships with Māori communities and leaders who may wish to be involved with an EO lab. This is to enable Māori engagement and co-development of the concept, and application of, EO for mātauranga and the subsequent shared power of observation and the action that stems from it.

Software tooling & Demonstration



Equipment Sharing



Educational Resources



Communication Channels



Data Sharing & Enablement



Community Building Activities



COMMUNITY CORE VALUES

These community values have been developed through community workshops and feedback to incorporate all those who use earth observation across Aotearoa New Zealand



Inclusivity and Accessibility

- Promote inclusion and ensure accessibility for all.
- Embed a culture of indigenous inclusion, data sovereignty and capability building.
- Engage with underserved and lower-skilled or low-resourced communities.



Collaboration and Knowledge

- Foster partnerships between data creators, users, and problem holders.
- Encourage sharing and collaboration to build collective knowledge and connections.
- Ensure open communication and involvement of all stakeholders in projects.



Open Access & Ethical Practices

- Advocate for free data without paywalls, ensuring easy access for everyone. Whilst ensuring that sensitive data is protected appropriately.
- Support open-source initiatives and code sharing in a trusted environment.
- Provide ethical guidance on data usage and analysis, distinguishing between research and commercial data use.



Community Building & Global Impact

- Build a supportive community that assists each other and enables growth.
- Encourage enthusiasm and confidence-building through sharing innovative projects to inspire and educate.
- Aim to make a positive impact and improve the world through collective efforts, integrating NZ into the global remote sensing community.

Collaboration and Transparency

- Work together to find funding opportunities for developing new data and applications.
- Connect with other groups to enhance capabilities and reach.
- Host quarterly community meetings for transparency and updates.

Respect and Kindness

- Conduct all communications with respect, kindness, and understanding.
- Encourage open dialogue and honesty to foster trust and innovation.
- Ensure everyone has access to communication channels and be open to diverse ideas.
- Make an effort to bring out quieter voices in discussions.

Professionalism and Integrity

- Maintain a professional and positive demeanour in all interactions.
- Respect and protect confidential information.
- Adhere to laws, regulations, and policies of the local state in which you are a resident





GOVERNANCE

The EO lab is a community project, in which no one voice is more important than another. However, it is critical that we have a mechanism to provide coordination of tasks-administration, leadership of the overall effort and when necessary, enforcement of the code of conduct.

Quorum is achieved for voting of the EO Lab membership or the steering group by 51% of said membership or group.

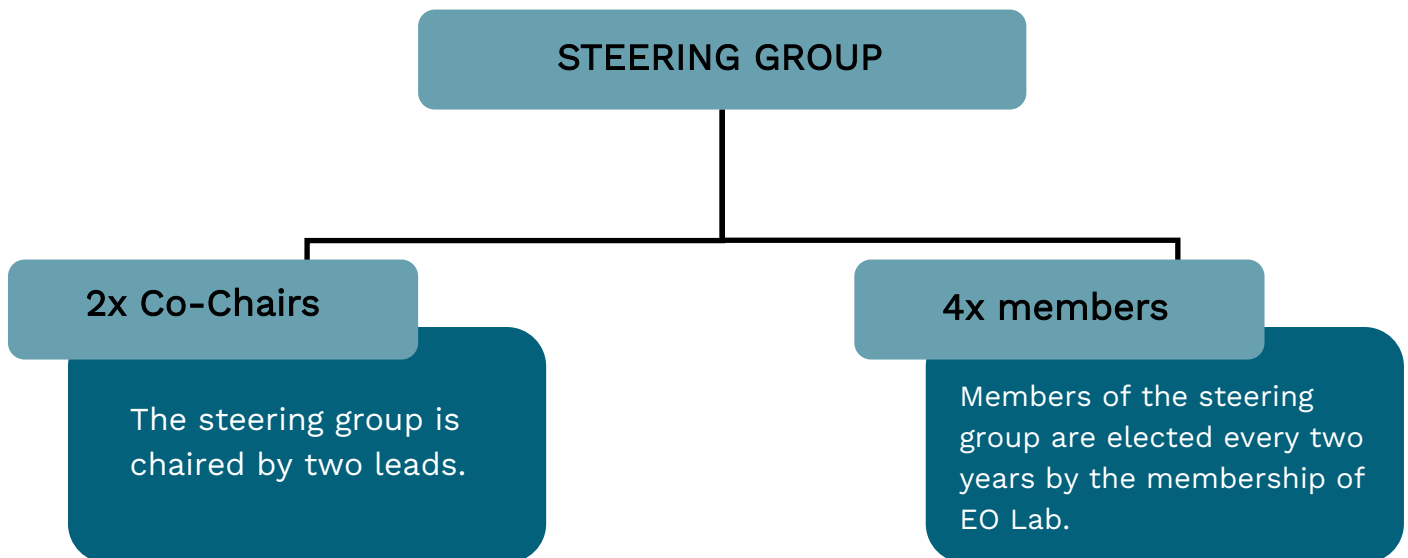
The steering group has the following roles:

- To generate an investigation team in the event of a low or medium level breach of the code of conduct.
- To act as a key contact point for new and current members of EO Lab.
- To collectively manage the website and communication channels of EO Lab.
- To decide on the allocation of resources and activities that may be available to EO Lab as a collective, through majority vote.
- The steering group may decide to vest decision authority for specific projects or tasks in an individual to efficiently deliver an agreed upon objective.

GOVERNANCE STRUCTURE

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The steering group consists of 2 co-chairs and 4 members. Elections for positions are held every two years. Breaches of the code of conduct by a current member of the steering group would mean their removal from said group, by majority vote.



- One lead is elected by the whole EO Lab membership on a 2-year basis. **This role must be filled.** If no candidate puts themselves forward for this role it defaults to the last person to hold the role.
- One lead is to be elected be from the Māori membership of EO Lab on a 2-year basis. If no candidate puts themselves forward for this role, then the post remains vacant until such a time someone does.

Additional Roles of the Co-Chairs:

- Chair meetings.
- Act as the custodians of the code of conduct.
- Make a final decision in the event of any tied votes.

*If the co-leads cannot together break a tie (i.e. they disagree with each other). Then the vote is repeated until a result can be obtained.

REPORTING AND ENFORCEMENT

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In the event of a breach of core values or behaviours, the following process will be followed:

Reporting mechanisms

Report the breach, with as much detail and supporting evidence as possible, to either of the two EO lab leads. You may do this in person or electronically. If you wish to remain anonymous, either to the lead or to the rest of the process, communicate this at the time of the initial report.

Reports can be made either to the personal email of the lead, or to the EO Lab group mailbox and be documented in writing.

All reports are treated in confidence, until the end of the investigation process.

Investigation process

The co-leads will evaluate the report and make an initial estimation as to whether the accusation falls into a high, medium or low category of breach.

HIGH

serious misconduct that rises to a potential breach of the law.

Including but not limited to discrimination (homophobia, racism, sexism), fraud, bodily harm, theft, sexual assault, intellectual property infringement or data security breaches.

MEDIUM

serious misconduct that does not breach the law but has caused significant harm or loss to another and breaches the code of conduct.

Significant harm or loss:

Material (money or equipment) loss that can be directly attributed to the actions of the accused, of more than \$1000.

Reputational damage that impacts the employment/employer/partners of the accuser in such a way that causes demonstrable loss of business and/or funding.

LOW

misconduct that breaches the code of conduct but does not rise to the level of significant harm or loss.

*Multiple low-level breaches may rise to the level of medium breach if the individual is not changing their behaviour or learning from past mistakes.



In the event of a LOW-level breach:

- The accused is notified that a report has been made against them. This will be done in a discussive manner.
- The EO Lab leads stand-up an investigation team from the steering group. This investigation team will consist of:
 - 1 lead
 - 2 members of the steering group
- The investigation team will gather evidence from the accuser and from the accused that pertains to the complaint. This shall be completed within 14 working days.
- The investigation team will meet and agree by majority vote on i) if the complaint is substantively true on the balance of probabilities and ii) state the consequences that will be applied. This will be done within 7 days of the completion of the investigation phase.
- If found to be **true**, then the consequences are enacted, and a short summary of the report is released to the EO Lab community if the investigation team deems that to be appropriate part of the consequences.
- If found **not to be true**, the report remains in confidence (unless the accused wishes it to be released) and no action is taken. In such instances that the accused wants the report to be released, the accuser will always remain anonymous.



In the event of a MEDIUM-level breach:

- The accused is notified that a report has been made against them in writing.
- The accused is immediately suspended from EO Lab pending investigation. Suspension is detailed in the consequences section of the Code of Conduct.
- The EO Lab lead(s) stand-up an investigation team from the steering group. This investigation team will consist of:
 - 1 lead
 - 2 members of the steering group
- The investigation team will gather evidence from the accuser and from the accused that pertains to the complaint. This shall be completed within 14 working days.
- The investigation team will meet and agree by majority vote on i) if the complaint is substantively true on the balance of probabilities
 - If found to be true on the balance of probabilities, then a report is made to the steering group. Who will then be asked to endorse by majority vote the findings and consequences, before the release of the findings to the EO Lab membership as whole and enactment of the consequences.
 - If the findings are not endorsed by the steering group, then an independent adjudicator will be appointed to review the investigation and make binding recommendations.
 - If found not to be substantively true on the balance of probabilities, the report remains in confidence (unless the accused wishes it to be released) and no action is taken. In such instances that the accused wants the report to be released, the accuser will always remain anonymous.
 - This shall be completed with 7 working days of the completion of the evidence gathering phase.

In the event of a HIGH-level breach:

- The report is immediately passed on to the relevant authorities and to the accused's employer if they are employed by an organisation that is also part of EO Lab.
- The accused is notified in writing that a report has been made against them and that the authorities have been informed.
- The accused is immediately suspended from EO Lab pending investigation. Suspension is detailed in the consequences section of the Code of Conduct.
- All further action is to be at the direction of the relevant authority. If the relevant authority is of the view that it is not a breach of the law, then the process for a medium level breach is followed.



- A core principle of the process is that we are as transparent as possible when handling breaches of the Code of Conduct. This applies to both the findings and consequences.
- Consequences can be applied based on the level of the breach and the judgment of the investigation team:
 - The general principal for low level breaches is to educate and inform the accused, enabling them not to breach the Code of Conduct again.
 - Medium level breaches are to be handled in such a way that no further breaches of this nature will occur due to the actions of the accused, and that any material damage is rectified in an appropriate manner that is within the power of EO Lab.
 - Noting that the EO Lab community does not accept liability for making good material losses.



Suspension: access is revoked to any projects, code, resources and email lists of EO Lab. Their bio and any stories may remain on the website until the accusation is proved one way or another. If the accusation is proved, then the suspension is converted into a removal if this is decided to be an appropriate course of action. If disproved, then the suspension is revoked, and access restored.



Removal: access is permanently blocked to all EO Lab resources for which this is possible, and any bio or stories are removed from the website. Return to the EO Lab community may be permitted within a specified time frame, based on a majority vote of the steering group.



Training and mentoring: the individual is asked to attend training and/or partake in mentoring with a volunteer from the steering group, the aim of which is to enable the individual not to breach the code of conduct again.



Named in the publication of the report: this is considered a consequence given that the accused will then be known to have carried out the breach.

DEFINITIONS AND WAYS OF WORKING

COMMUNICATION

- **Email:** Preferred for regular information sharing.
- **GitHub:** For specialist communication streams, including pull requests and issues.
- **Social Media:** Platforms like LinkedIn for broader outreach and engagement.
- **Website and Newsletters:** Regular updates and stories.
- **Online Meetings:** Twice a year for discussions and updates.
- **In-Person Gatherings:** Annual meetings and multi-day retreats/workshops.
- **Workshops and Webinars:** Collaborative training sessions.
- **Themed Sub meetings:** Focused on specific topics for targeted discussions.
- **Regular Meetings:** Host quarterly community meetings for transparency and updates.

COLLABORATION

- **Joint Funding:** Work together to find funding opportunities.
- **Leveraging Associations:** Connect with other groups to enhance capabilities

UNACCEPTABLE BEHAVIOURS

Data and Privacy Breaches:

- Breaching data sharing agreements.
- Breaching geodata privacy.
- Unethical or inappropriate use of data/resources contributed to the center.
- Deliberate misuse of data to breach the rights of others.

Disrespect and Discrimination:

- Insulting others' research.
- Making people feel inferior or like their community is substandard.
- Racism, sexism, and any form of discrimination.



REVIEW AND ACKNOWLEDGEMENT

- This Code of Conduct will be reviewed every 2-years and endorsed by a majority vote of the EO Lab membership.
- Members to acknowledge they have read and understood the code.