THE UNIVERSITY OF ARIZONA
TECH LAUNCH ARIZONA

Tech Launch Arizona Community Guidelines

Tech Launch Arizona (TLA) is dedicated to creating an inclusive environment for everyone. We're united by TLA's mission and core values, of which diversity is vital, and we celebrate our differences. We believe that articulating our values and accountabilities reinforces the respect we hold for each other.

We want every member of the TLA community to be able to focus their full attention on translating the innovations of the University of Arizona to create impact on society, in a non-discriminatory and harassment-free environment. This is impossible to do in an atmosphere of harassment or discrimination. Accordingly, all TLA community members (employees, volunteers, associates and visitors) are expected to show respect and courtesy to each other in all interactions, whether at TLA offices, in our online community or in other contexts. These guidelines apply to all interactions in our shared professional lives, including events hosted by TLA, shared online spaces (Slack, email, Zoom, etc.), private mentoring or coaching conversations, social media and conferences or other events where we represent TLA.

Community Expectations

Every member of the TLA community is expected to be considerate of teammates and contribute to a collaborative, positive, and healthy environment in which all succeed. Particularly:

Be generous
Show up and participate. Give and accept feedback. When you cannot help, refer them to someone who can.

Be kind
Be polite and friendly in all forms of communication. Use sarcasm carefully. Tone is hard to decipher online. Assume goodwill.

Be inclusive
Demonstrate respect for one another and acknowledge the expertise and contributions each person brings.

Challenge ideas – not the person
Good feedback is respectful, clear, constructive, and focused on goals and values rather than personal preferences.

Be supportive
Offer to help if you see someone in need of assistance (taking care not to be patronizing or disrespectful).

Practice Active Listening
1 person at a time. Seek to understand. Ask clarifying questions. Incorporate others' points of view. Use the "Raise Hand" feature in Zoom.

Unacceptable Behavior

The University of Arizona takes a strong position against any type of discrimination or harassment. Any behavior that challenges a welcoming environment, that deliberately or unconsciously makes others feel bad by singling out for derision or exclusion, is unacceptable, both online and in-person. The **Office of Institutional Equity (OIE)** facilitates resolution of concerns and leads efforts to uphold the University's commitment to creating and maintaining a working and learning environment that is inclusive and free of discriminatory conduct based on the protected categories, as outlined in the University's **Nondiscrimination and Anti-harassment Policy**.

For any questions regarding this policy, please call 520-621-9449 or email **equity@email.arizona.edu**. All employees and associates are also required to follow all **ABOR policies**, as well as the University of Arizona's **Statement on Professional Conduct.**

Harassment and Discrimination Mandatory Training

All UA employees, students and DCCs (including Commercialization Partners) are required to complete the harassment and prevention training on an annual basis. If you have not completed this training to date, then please complete it at this time. Once you have completed the training you will receive a certificate of completion, which we ask that you forward to TLA Finance & HR/Admin Manager, Grace Ratje at GriseldaR@tla.arizona.edu.

Reporting & Managing Occurrences

Anyone believing they have been subjected to discrimination, harassment, or retaliation should report the matter immediately as outlined in the University's **Nondiscrimination and Anti-harassment Policy** (see the section titled "Reporting Discrimination, Harassment, or Retaliation"). If any concern is reported to TLA, supervisors are required to notify and provide all available information and documentation to OIE.

Unwelcome Behavior

Unwelcome Behavior is different and separate from Unacceptable Behavior. This section helps to create a safe and inclusive environment by giving names and specific examples to counterproductive behavior. We expect people to unintentionally exhibit Unwelcome Behavior from time to time. When this happens, it's not a big deal. Just apologize and move on. Examples of Unwelcome Behavior include (but are not limited to):

- **Yours is not the only point of view:** Try not to interrupt your colleagues while they are speaking. Use the "Raise Hand" feature in Zoom.
- **No subtle-isms** Subtle-isms, including microaggressions, are small things that make others feel unwelcome, things that we all sometimes do by mistake. Regardless of intent, these comments can have a significant demeaning impact on teammates. For example, saying "It's so easy my grandmother could do it" is a subtle -ism with tones of both sexism and ageism.
- **No surprise if a teammate isn't familiar with something**: We believe in the value of a beginner's mind. It's always acceptable to say, "I don't know" or "I don't understand." Please don't act surprised when people aren't familiar with a tool, person, place or process. This applies to both technical things ("What?! I can't believe you don't know what The Cloud is!") and non-technical things ("You don't know who your customer is?!"). Take care neither to patronize your

colleagues nor assume complete knowledge of a topic. Remember that your colleagues may have expertise you are unaware of and listen at least as much as you speak.

Reporting or Addressing Unwelcome Behavior

If you feel that someone hasn't violated policy but is exhibiting Unwelcome Behavior or otherwise not living up to TLA's Community Guidelines, you may talk to any member of the TLA team. While you are, of course, free to address the issue directly with the person in question, as a participant in the TLA ecosystem you have many resources available to you, including Licensing Managers, Mentors-in-Resident (MIRs), and anyone on the leadership team. We take these concerns seriously. Feel free to reach out to whomever you feel most comfortable.

Committing to self-improvement

It's important to own up to mistakes and commit to a clear and persistent effort to improve. If you are approached as having (consciously or otherwise) acted in a way that might make your teammates feel unwelcome, listen with an open mind and avoid becoming defensive. Remember that if someone offers you feedback, it likely took a great deal of courage for them to do so. The best way to respect that courage is to acknowledge your mistake, apologize, and move on — with a renewed commitment to do better.

Contributing

TLA is committed to supporting and evolving these guidelines as our team grows and evolves. Members of the TLA community are invited to contribute to our Community Guidelines. If you have a question or suggestion for evolving our guidelines, send an email outlining your suggestion, providing as much context as you can, to someone on the TLA team. All changes and suggestions will be vetted by the TLA leadership team.