

Laboratory of Innovations and Transportation (LiTrans)

Statement of Values

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As a group in Toronto Metropolitan University (TMU), a Canadian Post-Secondary Education Institute, our lab's values should reflect the values of TMU and the values of Canada. These values form the foundations of our lab culture, and our culture impacts every member in the lab and those who come into contact with us.

The cornerstone of our values is Respect. No professional environment can exist without the foundation of respect. That means respect for each other, respect for yourself, respect for the research, respect for the lab, and respect for the knowledge. When in doubt, think about how you would want to be treated, and treat others exactly how you would want them to treat you. You will find that respect is the key theme of every discussion and statement that follows in this document.

Our commitment to REDI

REDI stands for Reconciliation, Equity, Diversity, and Inclusivity. We believe REDI is about creating a culture that embraces the uniqueness of each individual and reflects our Canadian and global values (can be reached at: <https://www.torontomu.ca/provost/strategic-plans/academic-plan/ourvalues/>).

Reconciliation

Traditionally, EDI is the more prevalent term used in similar situations. However, given the TMU school name (renaming in progress) has historical ties to significant indigenous events and is becoming widely known in 2020, it is important to remind everyone in our lab space about the significance of indigenous culture and history in our community by bringing in the

Reconciliation dimension. Indigenous history is Canada's history, these lands that our university and lab are built upon are historically indigenous. We should first be reminded with the TMU Land Acknowledgement:

"Toronto is in the 'Dish With One Spoon Territory. The Dish With One Spoon is a treaty between the Anishinaabe, Mississauga's, and Haudenosaunee that bound them to share the territory and protect the land. Subsequent Indigenous Nations and peoples, Europeans and all newcomers have been invited into this treaty in the spirit of peace, friendship and respect."

To emphasize, we are guests in this land known to us as Toronto. Therefore, courtesy and appreciation to our host, the indigenous Nations, and people should always be held in our hearts. Discussions on indigenous-related topics that aim to educate ourselves factually are very welcomed and highly appreciated in our lab space.

Equity

People of all identities are treated fairly. Their rights, responsibilities, and opportunities are not dependent upon identity.

Diversity

It consists of the conditions, expressions, and experiences of different individuals. It encompasses the unique qualities and characteristics that we all possess.

Inclusion

Inclusion is about the cultivation of an environment in which all people are respected, where their differences are embraced, and where they all have access to the same opportunities.

We all come from different backgrounds, and naturally, we have our differences and opinions. Nonetheless, things one person is accustomed to might be very offensive to another person. For fairness and the benefit of everyone, we should tune our professional behaviours in the lab and any lab-related settings to that of the Canadian workplace standard (Can be reached at : <https://www.canada.ca/en/services/jobs/workplace.html>). Hence the EDI dimension is crucial. The International Student Support (ISS) office holds events that introduce Canadian

workplace culture at the beginning of every semester, please refer to the ISS page for relevant information (documents, video recordings, live sessions) which can be reached at:
<https://www.torontomu.ca/student-life-and-learning/international-support/>.

In our institute, (R)EDI is not something we just vocally endorse and value, we actively practice (R)EDI. This is part of our institute's DNA. To properly practice (R)EDI as TMU scholars, we need to fully understand the significance and the meanings of (R)EDI. If you can find in your heart an alignment of values to our (R)EDI values, then chances are you will be able practicing (R)EDI effortlessly. A good place to start is by being compassionate towards other people, and actively be looking out for educational sessions/materials on the topic provided by our institute. We welcome and highly encourage any positive discussions in the lab group to educate ourselves on (R)EDI. We will not, however, tolerate any malicious behaviours that challenges our stance on (R)EDI, and severe consequences will follow.

Honour Code

Each one of our academic titles holds a level of our honour as an academic. Whether we are in academia or not, that level of honor code should never be forgotten. For it was upon upholding those honour codes that we are deserving to hold those academic titles. The day that we leave those codes behind is the day that we no longer live up to those academic titles.

Integrity means we are honest, fair, and consistent in our words, actions, and decisions. This applies both inside and outside our lab space. We take responsibility and accountability for our day-to-day actions, behaviours, and decisions. We should always hold ourselves to the highest moral and ethical standards, even when under pressure.

Excellence means we are always pursuing to deliver quality work to the highest professional standards. We do this by taking personal responsibility for our learning. We constantly look to improve our work and are open to new challenges and feedback.

For Better means taking a higher-level view. As engineers and scientists, we have responsibilities to uphold in the society. We should never lose sight of the importance of our role in building our society and civilization. We should always strive to make the world a better place with our work.

Research Information Safety & Anti-Espionage

The following rules are not only put in place to protect the lab's intellectual properties, but also for any potentially sensitive information breach that could negatively impact each one of us in the lab and pull us into unnecessary and unpleasant situations. Unfortunate situations of such have happened in the past involving our lab, and these rules will help us to steer away from those encounters in the future. When in doubt, the rule of thumb is to consult with the lab's director first.

- 1) No ongoing research information in the lab is to be shared with anyone outside of LiTrans without explicit consent from the lab's director. This constraint also applies to alumni and ex-members of LiTrans. While you may be close with alumni and ex-members on a personal basis, there is a fine line between private conversation and professional discussion. Involving sensitive professional information in private conversation could result in the lab and members of the lab losing an edge in ongoing research. Please be mindful and report any attempt of espionage to the director, should they occur.
- 2) Research-related discussion within the lab is encouraged and highly appreciated. However, sharing of ongoing codes and data should go through the director first, even if members of the lab are collaborating on the same project (e.g. Co-authoring papers).
- 3) Plagiarism is forbidden in the lab. You are not allowed to use any materials from a group collaboration that involves other lab members for your own work (course work or research work), without explicit consent from the collaborators and the lab's director.

Please remember you have a responsibility to our lab. Whether you are currently a lab member or you are leaving the lab, this journey with LiTrans is a part of you. We all had/have/will have benefit(ed) from LiTrans in one way or another at some point. Being responsible and keeping our lab from harm's way is the most basic thing that we can do to give back and to help keep the quality works going here.

House Keeping Items

Here are a few ground rules for behaviour in our physical lab space. Please be mindful that our lab space is currently shared with Dr. Arnold Yuan's group, so any actions you take in our lab space may have an impact on Dr. Yuan's group as well.

- 1) While in LiTrans' space (our half of CUI 330), **English is the only language that should be used for work.** The idea of speaking the default language used in our institute is out of respect to all parties using the lab space.
- 2) Loud screaming and shouting are forbidden. Please keep your maximum volume at the normal conversation level.
- 3) Phone calls should be answered outside the lab space. This is for the good of your own privacy too.
- 4) Meetings that involve speaking should be held outside the lab space. The cafeteria space and common space right outside CUI330 are suitable alternatives.
- 5) No recordings that involve the lab space in any form (photos, videos, voice, etc) are allowed in the lab space without the consent and awareness of every member using the lab.

- 6) For food consumption, so long as the scent of the food is not causing an issue to anyone in the lab space, you are allowed to have them at your workstation. Otherwise, please use the cafeteria space outside CUI330.

- 7) **Fighting (verbal and physical) is strictly forbidden in the lab space.** Failure to do so could result in losing access to the lab space. In severe situations, campus police will be notified and brought in for interventions. We are all adults, please keep things civil and respectful (If you are simply looking for physical combat activities, please refer to TMU Athletics and Recreation page for Kendo, Brazilian Jujitsu, Ninjutsu, and other forms of martial arts training. If you are looking to enhance your argument vocabulary, please refer to TMU Debate Association).

- 8) Outside visitors should only be brought into our lab space if the director of the lab approves of their entry.

- 9) In the event of any suspicious activities happening in the lab space, report immediately to the director at once.

- 10) You are also encouraged to actively participate in the lab's curricular and extra-curricular activities to facilitate opportunities for learning and foster a positive work environment for everyone in the lab.

Thank you for your Cooperation!