Code of Conduct While Using the IDEAS Fund

While taking part in any activity subsidized by the IDEAS Fund, students assume the role of an Ambassador for the Faculty of Science and the University of Calgary. This document will serve as Engagement Contract agreeing to the Faculty of Science’s expectations of students concerning their conduct while utilizing IDEAS Fund funding.

Equity, Respect and Fairness

Students are expected to:

- Treat those they come in contact with respect, tolerance and courtesy.
- Respect the rights of others to be treated equitably, free from all forms of discrimination and harassment.
- Respect the rights of others to express political and religious views and not engage in behavior that is obscene, dangerous or could reasonably be considered to be offensive to others.
- Not participate in behavior that is unlawful, discriminatory, harassing, or bullying.
- Not engage in behavior that could be perceived to be threatening or intimidating or cause any individual to fear for their personal well-being.
- Not encourage or aide others, by words or action, to engage in an act that is in violation of a university policy, rule, procedure, or law.

Travelling Internationally with the IDEAS Fund

- If you are travelling internationally, you and all individual group members (if applicable), must register with risk management.
- All members must review the updated International Travel Policy and Procedures and follow this policy while travelling abroad.
- If travelling to the United States, please review the Revisions to Presidential Proclamation 9645.

Receipts, Payment, and Proof of Attendance

- All money received from the IDEAS Fund must be spent on budgeted items as stated in your initial application.
- If your trip gets cancelled, or there is a possibility of cancellation, you must notify science.engagement@ucalgary.ca immediately.
- After returning, you will have no more than 2 weeks to submit your receipts and proof of attendance (for conferences) to the Science Engagement team.

Communication and Deadlines:

- If you are contacted by the Faculty of Science or their affiliates for a communication plan, you acknowledge that you and your group may be asked to complete a short interview.
- If deadlines are not met and/or proper communication is not held with the Science Engagement team, your funding may be retracted.
• You acknowledge that within two weeks of completing the funded activity, you will submit your IDEAS Return Package to the Science Engagement team.

The Use and Care of Resources and Reputation of UCalgary
Students are expected to:
• As the group leader, you are responsible for managing everyone on your team. You are also responsible for collecting your groups signed Code of Conducts, Proof of Attendance, and receipts.
• Use and care for all resources (property of UCalgary or otherwise), such as buildings, equipment, grounds, library, and technology, lawfully and ethically.
• Ensure you and your group’s actions or inactions as a student do not harm, or bring into disrepute, UCalgary’s reputation or good standing.
• Not participate in any IDEAS Fund funded activities while under the influence of alcohol or prohibited drugs.
• Not use, possess or supply any prohibited drugs, substance or weapons
• Not use UCalgary’s name, reputation or logo for private gain or the gain of a third party, or private business or commercial purposes, without prior permission.
• Not use IDEAS Fund funding for private gain or the gain of a third party, or private business or commercial purposes, without prior permission.
• Not engage in any fraudulent or corrupt conduct that would potentially bring UCalgary into disrepute.