The API aims to do world-leading astronomical research, with integrity and in a safe and inclusive work environment. We continuously strive for this through the actions of our community, by creating awareness and aiming to prevent issues, and by addressing any issues in a professional manner.

### Undesirable behavior

<table>
<thead>
<tr>
<th>Category</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Harassment</td>
<td>Threats, sexual (also quid pro quo); physical (e.g., hitting, pushing, stealing or destroying property, offensive gestures); psychological (verbal harassment)</td>
</tr>
<tr>
<td>Bullying</td>
<td>Cyberbullying; retaliation; use of power (e.g., career threats); spreading rumours; forced isolation; false accusations; denigration; scientific sabotage</td>
</tr>
<tr>
<td>Supervision related</td>
<td>Lack of projects; being ignored by advisor; incompetence; unhealthy work pressure; not facilitating special needs</td>
</tr>
<tr>
<td>Inequality</td>
<td>Exclusion; disfavoring; discrimination (e.g., wrt age, gender, religion, national origin, sexual orientation, physical/mental health)</td>
</tr>
<tr>
<td>Scientific integrity related</td>
<td>Plagiarism; falsifying data; fabricating data; duplicating results; presenting others’ ideas as one’s own; authorship manipulation</td>
</tr>
</tbody>
</table>

### Awareness and prevention

To promote awareness and prevention, the API organises **topical talks** (e.g., via pizza lunches, PhD/postdoc intro event).

The API aims to make things better for anyone who has experienced or is experiencing undesirable behaviour.

The API **statement of values and code of conduct** can be found [here](#).

**Employee annual reviews** can be a moment for postdocs or staff to report potential issues.

API’s **PhD monitoring committee** does annual reviews with PhDs and **ad hoc** discussions throughout the year.

### Getting advice

**First advice when you experience undesirable behavior:**

**Confide in someone you trust** (in your private circle, at API, FNWI, UvA, NOVA)

**Specific roles within API**

At API we have (staff) members in specific roles, whom you can always approach:

- **BSc/MSc project coordinator**: Ralph / Phil
- **BSc education coordinator**: Anna
- **MSc A&A track coordinator**: Phil
- **PhD monitoring committee**: Jason, Lex, Sera
- **API EDIC**: Full list of members on the [API EDIC webpage](#)
- **API NAIEC representatives**: Jean-Michel, Ralph
- **API management**: Carsten, Alex, Jason, Nathalie, Rudy

**API open doors**

You can also always talk in confidence to the API open doors: Alex, Nathalie, Rudy, Samaya

who act individually and keep no record. The API open doors will listen and can help you navigate possibilities and resources, without pressure for specific action.

**Points of contact within FNWI/UvA**

- **Related to classes/projects**: [study advisors; student counsellors](#); [complains, objections and appeal](#)
- **Scientific integrity issues**: [overview page](#)
- **Anonymous + formal reports**: [independent reporting point; formal complaint UvA ombudsperson](#); [confidential advisors](#)
- **UvA confidential advisors provide legal advice for those on temporary contracts.**

---

The Netherlands Astronomy Inclusion and Equity Committee (NAIEC) organises seminars and events to promote equity and inclusion in the Netherlands astronomy community.
### Awareness and prevention

The API statement of values and code of conduct:

The API Equity Diversity and Inclusion Committee (EDIC):
[https://api.uva.nl/about/equity-diversity-and-inclusion/api-edic-committee/edic-committee.html](https://api.uva.nl/about/equity-diversity-and-inclusion/api-edic-committee/edic-committee.html)

The Netherlands Astronomy Inclusion and Equity Committee (NAIEC):
[https://www.accessastronomy.eu/netherlands](https://www.accessastronomy.eu/netherlands)

The UvA diversity office:

### Getting advice UvA/FNWI webpages

**Study advisors**

**Student counsellors**

**Student complaints, objections and appeals**

**Ombudsperson**

**Confidencial advisors**
[https://extranet.uva.nl/en/content/a-z/confidential-advisers/confidential-advisers.html](https://extranet.uva.nl/en/content/a-z/confidential-advisers/confidential-advisers.html)

**Scientific integrity overview page**

**Independent reporting point**
[https://www.reportingpointundesirablebehaviouruva.nl/](https://www.reportingpointundesirablebehaviouruva.nl/)

**Formal complaints**
Previous version
The API aims to do world-leading astronomical research, with integrity and in a safe and inclusive work environment. We continuously strive for this through the actions of our community, by creating awareness and aiming to prevent issues, and by addressing any issues in a professional manner.

### Undesirable behavior

| Harassment | Including: threats, sexual (also quid pro quo); physical (e.g. hitting, pushing, stealing or destroying property, offensive gestures); psychological (verbal harassment) |
| Bullying | Including: cyberbullying; retaliation; use of power (e.g. career threats); spreading rumours; forced isolation; false accusations; denigration; scientific sabotage |
| Supervision related | Including: lack of projects; being ignored by advisor; incompetence; unhealthy work pressure; not facilitating special needs |
| Inequality | Including: exclusion; disfavoring; discrimination (e.g. wrt age, gender, religion, national origin, sexual orientation, physical/mental health) |
| Scientific integrity related | Including: plagiarism; falsifying data; fabricating data; duplicating results; presenting others’ ideas as one’s own; authorship manipulation |

### Awareness and prevention

To promote awareness and prevention, the API organises topical talks (e.g., via pizza lunches, PhD/postdoc intro event). The API aims to make things better for anyone who has experienced or is experiencing undesirable behaviour.

The API statement of values and code of conduct can be found [here](#).

Employee annual reviews can be a moment for postdocs or staff to report potential issues.

API’s PhD monitoring committee does annual reviews with PhDs and ad hoc discussions throughout the year.

The API Equality Inclusion and Diversity Committee (EIDC) provides awareness, resources and advice on diversity-related topics.

The Netherlands Astronomy Inclusion and Equality Committee (NAIEC) organises seminars and events to promote equity and inclusion in the Netherlands astronomy community.

The UvA diversity office ([here](#)) has various initiatives and events to help reduce inequality, remove barriers and create equal opportunities for everyone.

### Getting advice

**Confide in someone you trust** (in your private circle, at API, FNWI, UvA, NOVA) or reach out to:

- General points of contact: Alex? Milena? [names to be confirmed]
- API EIDC: Anna, Jean-Michel, Susan [names to be confirmed]
- API NAIEC representatives: Samaya, Ralph, Jean-Michel

Who all will listen and treat your experiences confidentially without pressure for specific action, but can help you navigate possibilities and find the right resources.

### Points of contact within FNWI/UvA

- **Related to classes/projects**: study advisors; student counsellors; student counsellors
- **General misconduct**: ombudsperson; confidential advisors
- **Scientific integrity issues**: overview page
- **Anonymous + formal reports**: independent reporting point; formal complaint with the University

### Other roles within API

- **Related to BSc/MSc education**
  - BSc/MSc project coordinator: Ralph / Phil
  - BSc education coordinator: Anna
  - MSc A&A track coordinator: Phil

- **Related to PhD or postdoc projects**
  - PhD monitoring committee: Jason, Sera, Lex
  - PhD/PD council: Anwesh, Annelotte, Christian, Emily, Devarshi

- **General: API management**
  - Carsten, Lucas, Alex (de Koter), Rudy, Jason, Nathalie

Who can listen and treat your experiences confidentially without pressure for specific action, but can also take formal steps if needed. Actions are only initiated if you want and agree to.
Backside with URLs/QRs
Older versions
<table>
<thead>
<tr>
<th>Awareness and prevention</th>
<th>Getting advice (UvA/FNWI webpages)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Scientific integrity overview page</strong> <a href="https://www.uva.nl/en/about-the-uva/organisation/faculties/faculty-of-science/research/academic-integrity/academic-integrity.html">https://www.uva.nl/en/about-the-uva/organisation/faculties/faculty-of-science/research/academic-integrity/academic-integrity.html</a></td>
</tr>
<tr>
<td></td>
<td><strong>Independent reporting point</strong> <a href="https://www.reportingpointundesirablebehaviouruva.nl/">https://www.reportingpointundesirablebehaviouruva.nl/</a></td>
</tr>
</tbody>
</table>
The API aims to do world-leading astronomical research, with integrity and in a safe and inclusive work environment. We continuously strive for this through the actions of our community, by creating awareness and aiming to prevent issues, and by addressing any issues in a professional manner.

Unprofessional behavior

**Harassment**
Including: threats, sexual (also quid pro quo); physical (e.g. hitting, pushing, stealing or destroying property, offensive gestures); psychological (verbal harassment)

**Bullying**
Including: cyberbullying; retaliation; use of power (e.g. career threats); spreading rumours forced isolation; false accusations; humiliation;

**Supervision related**
Including: lack of projects; being ignored by advisor; incompetence; personal mismatch; unhealthy work pressure (e.g. extra/unusual hours)

**Inequality**
Including: exclusion; disfavoring; discrimination (e.g. wrt age, gender, religion, national origin, sexual orientation, physical/mental health)

**Scientific integrity**
Including: plagiarism; falsifying data; fabricating data; duplicating results; presenting others’ ideas as one’s own; authorship manipulation

---

**Awareness and prevention**

The API statement of values and code of conduct can be found [here.](#)

API aims to make things better for anyone who has experienced or is experiencing unprofessional behaviour.

**On the left** are different types of unprofessional behavior, with some examples

**On the right** you can find different contact points who can help you deal with unprofessional behavior, formally or informally

To promote awareness and prevention, API organises **topical talks** (e.g. during pizza lunches, the PhD/PD intro event)

The **PhD monitoring committee** does annual reviews and ad hoc discussions throughout the year.

The **API Equality Inclusion and Diversion Committee (EIDC)** provides awareness, resources and advice on diversity related topics

---

**Getting advice**

**Confide in someone you trust** (at API, FNWI, in your private circle)
or reach out to

API persons of trust: NAME1, NAME2, NAME3

The **EIDC**
Anna, Jean-Michel, Silvia, Philipp, Ralph, Susan, Sanjana, Serena, Kelly, Eva, Anwesh, Luna, Hinna

Who listen and treat your experiences confidentially without pressure for specific action, but can help you navigate possibilities and the right resources.

Actions are only initiated if you want and agree to.

The safety and well being of all parties is always the primary concern.

---

**Other points of contact within API**

**Related to BSc/MSc education**
- BSc/MSc project coordinator: Ralph / Phil
- BSc education coordinator: Anna
- MSc A&A track coordinator: Phil

**Related to PhD or postdoc projects**
- PhD monitoring committee: Jason, Sera, Lex
- PhD/PD council: Anwesh, Annelotte, Christian, Emily, Devarshi

**General: API management**
- Carsten, Lucas, Alex, Rudy, Jason, Nathalie, Milena

---

**Points of contact within FNWI/UvA**

**Related to classes/projects**
- study advisors; student counsellors
- ombudsperson; confidential advisors

**Scientific integrity issues**
- Overview page

**Anonymous + formal reports**
- Independent reporting point
- Formal complaint with the University
We strive for a safe environment, free from unprofessional behavior, either while at API or whilst traveling for work. We foster an atmosphere where diversity is respected and a feeling of equality and inclusion can be experienced by all APIs.

### Unprofessional behavior

#### Harassment
Including: threats, sexual (also quid pro quo); physical (e.g. hitting, pushing, stealing or destroying property, offensive gestures); psychological (verbal harassment)

#### Bullying
Including: cyberbullying; retaliation; use of power (e.g. career threats); spreading rumours forced isolation; false accusations; humiliation;

#### Supervision related
Including: lack of projects; being ignored by advisor; incompetence; personal mismatch; unhealthy work pressure (e.g. extra/unusual hours)

#### Inequality
Including: exclusion; disfavoring; discrimination (e.g. wrt age, gender, religion, national origin, sexual orientation, physical/mental health)

#### Scientific integrity
Including: plagiarism; falsifying data; fabricating data; duplicating results; presenting others’ ideas as one’s own; authorship manipulation

### Awareness and prevention

The API statement of values and code of conduct can be found [here](#).

The API Equality Inclusion and Diversion Committee (EIDC) provides education and advice on diversity related topics

#### Current EIDC members
Anna, Jean-Michel, Philipp, Silvia, Ralph, Susan, Sanjana, Serena, Kelly, Eva, Anwesh, Luna, Hinna

### Getting advice and taking action

**Confide in someone you trust** (at API, FNWI, in your private circle)

**Reach out to API confidential advisors:** NAME1, NAME2

**or the EIDC:** See left

who listen and treat your experiences confidentially without pressure for specific action, but can help you navigate possibilities and the right resources. Actions are only initiated if you want and agree to.

**Other points of contact within API**

**Related to BSc/MSc education**
- BSc/MSc project coordinator: Antonia (Ralph) / Phil
- BSc education coordinator: Anna
- MSc A&A track coordinator: Phil

**Related to PhD or postdoc projects**
- PhD monitoring committee: Jason, Sera, Lex
- PhD/PD council: Anwesh, Annelotte, Christian, Emily, Devarshi

**General: API management**
- Carsten, Lucas, Alex, Rudy, Jason, Nathalie, Milena?

### Points of contact within FNWI/UvA

**Related to classes/projects**
- study advisors; student counsellors
- ombudsperson; confidential advisors
- whistle blower scheme

**Illegal/immoral practices**
(e.g. criminal offences; rule breaking; public health/safety risks)

**Scientific integrity issues**
- Overview page

**General**
- Independent reporting point
- Formal complaint with the University
<table>
<thead>
<tr>
<th>Awareness and prevention</th>
<th>Taking action</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Initial step(s)</strong></td>
<td><strong>Follow-up step(s)</strong></td>
</tr>
<tr>
<td>Confide in someone you trust</td>
<td>Formal complaint with the University</td>
</tr>
<tr>
<td>(at API, FNWI, in your private circle)</td>
<td>Case dependent, may be different for BSc, MSc, PhD, PD, permanent staff</td>
</tr>
<tr>
<td>or</td>
<td>Formal actions are only initiated if you want and agree to. The primary concern in these actions is your safety and well-being.</td>
</tr>
<tr>
<td><strong>Confide in someone you trust</strong></td>
<td><strong>Official channels within API</strong></td>
</tr>
<tr>
<td></td>
<td>BSc/MSc project coordinator: Antonia (Ralph) / Phil</td>
</tr>
<tr>
<td>or</td>
<td>API BSc education coordinator: Anna</td>
</tr>
<tr>
<td><strong>Consult an API confidential advisor,</strong></td>
<td><strong>MSc track coordinator:</strong> Phil</td>
</tr>
<tr>
<td>NAME1</td>
<td>PhD/PD council: Anwesh, Annelotte, Christian, Emily, Devarshi</td>
</tr>
<tr>
<td>NAME2</td>
<td>PhD monitoring committee: Jason, Sera, Lex</td>
</tr>
<tr>
<td>NAME3</td>
<td>API management: Carsten, Lucas, Alex, Rudy, Jason, Nathalie, Milena?</td>
</tr>
<tr>
<td>who listens and treats your experiences confidentially without pressure for specific action but can advise on possible personal and/or official next steps.</td>
<td>Alternatively, a direct route to FNWI or UvA is possible where you can also get advice and experiences will be treated confidentially; see the next box for different resources</td>
</tr>
<tr>
<td><strong>Alternatively, a direct route to FNWI or UvA is possible</strong></td>
<td><strong>Official channels within FNWI/UvA</strong></td>
</tr>
<tr>
<td>where you can also get advice and experiences will be treated confidentially; see the next box for different resources</td>
<td>Related to classes/projects: study advisors</td>
</tr>
<tr>
<td></td>
<td>student counsellors</td>
</tr>
<tr>
<td></td>
<td>ombudsperson</td>
</tr>
<tr>
<td></td>
<td>confidential advisors</td>
</tr>
<tr>
<td></td>
<td>whistle blower scheme</td>
</tr>
<tr>
<td></td>
<td>Broad/major repercussions (e.g. criminal offences; rule breaking; public health/safety risks)</td>
</tr>
<tr>
<td></td>
<td>Independent reporting point for undesirable behaviour</td>
</tr>
<tr>
<td></td>
<td>Formal complaint with the University</td>
</tr>
</tbody>
</table>

**Harassment**
- Including: sexual (also quid pro quo); physical (e.g. hitting, pushing, stealing or destroying property, threats, offensive gestures); psychological (verbal harassment)

**Bullying**
- Including: cyberbullying; use of power (e.g. career threats); spreading rumours; false accusations; humiliation; forced isolation; retaliation;

**Supervision related**
- Including: lack of projects; being ignored by advisor; incompetence; personal mismatch; unhealthy work pressure (e.g. extra/unusual hours)

**Scientific integrity**
- Including: plagiarism; falsifying data; fabricating data; duplicating results; presenting others’ ideas as one’s own; authorship manipulation

**Inequality**
- Including: discrimination; exclusion; disfavoring; discrimination (e.g. wrt age, gender, religion, sexual orientation, national origin, physical/mental health)
### Harassment
Including: sexual (incl. pro quo); physical e.g. hitting, pushing, stealing or destroying property, threats, offensive gestures; psychological (incl. verbal harassment)

### Bullying
Including: use of power (incl. career threats); spreading rumours; discrediting; humiliation; forced isolation; retaliation; cyberbullying;

### Supervision related
Including: lack of projects; ignored by advisor; incompetence; personal mismatch; unhealthy work pressure (e.g. extra/unusual hours)

### Scientific integrity
Including: plagiarism; falsifying data; fabricating data; duplicating results; presenting others’ ideas as one’s own; authorship manipulation

### Inequality
Including: discrimination; exclusion; disfavoring; discrimination (e.g. based on age, gender, sexual preference, religion, national origin, physical/mental health)

<table>
<thead>
<tr>
<th>Initial step(s)</th>
<th>Follow-up step(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Confide in someone you trust (in private circle/at API/at FNWI)</td>
<td>Case dependent, may be different for BSc, MSc, PhD, PD, or permanent staff</td>
</tr>
<tr>
<td>or Consult an API confidential advisor, NAME1 NAME2 NAME3 who treats your experiences confidentially and can advise on possible personal and/or official next steps.</td>
<td>Formal actions are only initiated if you want and agree to. The primary concern in these actions is your safety and wellbeing.</td>
</tr>
</tbody>
</table>

#### Official channels within API
- **BSc/MSc project coordinator**
  - Antonio (Ralph) / Phil
- **API BSc education coordinator**
  - Anna
- **MSc track coordinator**
  - Phil
- **PhD/PD council**
  - Anwesh, Annelotte, Christian, Emily, Devasrhi
- **PhD monitoring committee**
  - Jason
- **API management**
  - Carsten, Lucas, Alex, Rudy, Jason, Nathalie, Milena?

#### Official channels within FNWI/UvA
- **Related to classes/projects**
  - **study advisors**
  - **student counsellors**
- **General misconduct**
  - **ombudsperson**
  - **confidential advisors**
- **Broad/major repercussions**
  - **whistle blower scheme**
  - (e.g. criminal offences; rule breaking; public health/safety risks)
- **Independent reporting point for undesirable behaviour**
  - **Formal complaint with the University**

### Confide in someone you trust
You can also get advice and experiences will be treated confidentially; see the next box for different resources

### Alternatively, a direct route to FNWI or UvA is possible
You can also get advice and experiences will be treated confidentially; see the next box for different resources

---

**Confide in someone you trust (in private circle/at API/at FNWI)**

**Official channels within API**

- **BSc/MSc project coordinator**: Antonio (Ralph) / Phil
- **API BSc education coordinator**: Anna
- **MSc track coordinator**: Phil
- **PhD/PD council**: Anwesh, Annelotte, Christian, Emily, Devasrhi
- **PhD monitoring committee**: Jason
- **API management**: Carsten, Lucas, Alex, Rudy, Jason, Nathalie, Milena?

**Official channels within FNWI/UvA**

- **Related to classes/projects**: study advisors
- **Student counsellors**: confidential advisors
- **General misconduct**: whistle blower scheme
- **Broad/major repercussions**: (e.g. criminal offences; rule breaking; public health/safety risks)
- **Independent reporting point for undesirable behaviour**: Formal complaint with the University