Land Acknowledgement

We recognize and acknowledge that McMaster University is located on the traditional territories of the Mississauga and Haudenosaunee nations, and within the lands protected by the "Dish with One Spoon" wampum agreement. That wampum uses the symbolism of a dish to represent the territory, and one spoon to represent that the people are to share the resources of the land and only take what they need. For thousands of years, the first people sought to walk gently on this land, offering their assistance to the first European travelers and sharing their knowledge for survival in what was at times a harsh climate. We seek a new relationship with the original peoples of this land, one based in honour and deep respect. May we be guided by love and right action as we transform of our personal and institutional relationships with our Indigenous friends and neighbours.

We recognize that you may be reading this from a different land than McMaster. To learn more about the traditional lands you are situated on, please see: [Nativelands – Specific Claims Group and Community Planning Association](#).

Authors:

Sarah Cushnie	President	cushnies@mcmaster.ca	2022-2023
Huda Hashmi	VP Academic	hashmh5@mcmaster.ca	2022-2023
Ryan Smith	Co-President	smithr50@mcmaster.ca	2021-2022
Irenaeus Wong	Co-President	wongi8@mcmaster.ca	2021-2022
Sarah Gonder	VP Academic	gonders@mcmaster.ca	2021-2022
Alexi Buenaventura	VP Academic	buenavea@mcmaster.ca	2021-2022
Sophie Mansfield	AVP Academic	mansfies@mcmaster.ca	2021-2022
Felicia Mikrogianakis	VP EDI	mikrogif@mcmaster.ca	2021-2022
Nina Tran	VP Admin	trann17@mcmaster.ca	2021-2022

MSE Society Policy Manual

Table of Contents

Introduction

       The Material Science and Engineering (MSE) Society Code Of Conduct and Operational Guidelines are some of the ways the team puts MSE Society values into practice. It is built on the idea that the actions of the society executives reflect on the society and the department as a whole. In the MSE Society, you will be expected to act with the highest level of discretion and ethical practices. The MSE Society sets this level of expectations in order to act efficiently and ethically. Please read the entire code of conduct as a part of your onboarding process.

       The MSE Society will always value creativity, collaboration, and innovation. These codes are in place to keep you and your peers safe. If you have questions or beleive that any member of the society may be falling short of their commitment, please do not be silent. We want – and need – to hear from you.

Who Must Read and Sign Off on The Code

       All executive members must read this entire document and write their signature at the bottom in order to become a member of the executive team. This acknowledges that you understand the proper conduct while representing the MSE Society.

Code Related Concerns or Questions

       Questions or concerns regarding the MSE Policy can be sent to the President or Senior VPs for clarification or amendments. Feedback is always welcome. The President reserves the right to amend the document. Amendments may have to be voted on in the society general meetings.

Technical Literacy

All executive members are responsible for completing the checklist of assigned technical literacy and workshop videos. Click on this link to access a Youtube playlist containing the training videos.
- These videos are to be watched/completed:
    - Google Calendar
    - Google Drive
    - Outlook
    - Canva
    - Teams
- These videos are optional:
    - Website
    - Video Editing

Please ensure you have indicated the completion of your training in the document from the meeting on April 7th, found at this link.

Online Meetings / Calls
- Turn on Closed Captioning.
- Tell participants to turn on their camera (if comfortable) and turn their mic off.
- Recording all meetings.
- Introduce yourself using both your name and your pronouns.
- Include a land acknowledgement at the start of meetings.

Calendar Guidelines

- All internal team meetings and external events should be scheduled on Outlook Calendar.
- Invite all relevant participants to the meeting,
    - Invite execs using their personal McMaster email address.
    - You may invite members of outside organizations as well if relevant.
- Include the meeting/event link or location in the "Location" tab.
- Include a description of the event to identify the purpose of the meeting.

Drive Guidelines / Office 365 Guidelines

- All files created for roles or tasks within MSE Society must be stored within the MSE Society Drive.
- File sharing settings should not be changed unless intended to be a public document or for a collaboration.
- Files are not to be shared publicly without permission from the Senior VP(s) or the President.
- Files created by other execs are not to be deleted without permission.
- Public documents or forms should adhere to the MSE Society brand.

Email Conduct

What Emails Can I Use?

- msesocty@mcmaster.ca
    - Ensure the Outlook App is used (avoid using a web browser).
- Personal McMaster email
    - Must CC msesocty@mcmaster.ca, and relevant collaborators.

Rules on CCing / BCCing

- Ensure all relevant persons (and the MSE Society if using one's personal email) are CC'd.
- Ensure to "Reply All" to conversations all parties CC'd need to hear.

Email Title

- Should contain event/information title and end with " - MSE Society".
- Brief and professional.
- Include capitalization.

Content

- State your name, position, and reason for contacting the person.
- Keep the content concise and containing all important details.
    - Who, what, where, when, why.
    - **Bold** all deliverable(s) required from the recipient and the associated deadline(s).
    - Include a calendar invitation and/or the relevant resource attachments where applicable.

Grammar Policies

- Maintain professional language throughout the email chain.
    - Can utilize online grammar check softwares like grammarly.com.
- Double check with a Senior VP for grammatical errors.

Email Quality Assurance Check

- If you think your email might overlap with another VP's recent email, check with one of the Senior VPs or a member of the Admin team.
- AVPs should consult their respective VPs prior to sending out an email.
    - If the team does not have a VP, please consult the designated Senior VP for that team.
- Very important emails require informing the President prior to sending out an email.

Respecting Recipient's Pronouns

- Do not assume the pronouns of others. Be sure to ask if you are unsure.
- Continually address the recipient with those pronouns, and only those pronouns.

Dealing with Uncomfortable Emails

- Consult with the President or the Senior VPs for advice regarding the situation.

Signatures

- Use the signature template found [here](#).
- Read [this document](#) describing how to add a signature to Outlook.
- Update your name and pronouns in the signature.
- Ensure the land acknowledgement is present.

MSE Society Outlook Organization

Guidelines when using the msesocty@mcmaster.ca Outlook account.

Reading Emails

- Only read emails that pertain to your team.
- Click "unread" if an email is accidentally opened.

Tags

- Immediately add relevant tags to emails after you send them and receive them.
- Inform all teams who are tagged on the email.
- When creating a new tag ensure they follow the same format as the pre-existing tags, and that they are differentiable from the others.

Social Media Guidelines

Includes Avenue2Learn and Youtube which has prominent spam.

Comment Removal Guidelines

- Should any of the following categories (non-exhaustive) be addressed in a comment on MSE-related posts and pages, they must be promptly removed:
    - Bullying
    - Personal or sexual harassment
    - Pornographic references or sexual slurs
    - Discrimination
- Turn off the comment section (if possible) if you find that comments are getting toxic and overbearing.

Takeovers & Other Relevant Video Appearances

- Captioning is required (either auto or user-generated).
- Content must adhere to Personal Conduct guidelines of MSE Society Policy Manual and any guidelines defined by the platform.
    - **E.x.** Mac Eng Instagram takeover guidelines defined by the faculty.
- Avoid backlighting (if possible).
- Try to avoid reading off a script and remain as natural as possible.
- Look directly into the camera rather than at the screen.
- Be concise as possible (be wary of time limits).
- SMILE :)!

Who Can Login

- MSE council members (and relevant Departmental staff) have access to MSE-owned social media accounts
- Non-MSE council personnel are strictly prohibited from logging onto the socials in order to ensure appropriate content is being released.

What content each poster should contain

- Date / time
- Platform / location
- Shortened (bit.ly) URL to online event location, or Teams Code
- MSE Society name and logo
- Majority brand colors

McMaster Content, Incl. Images of Professors, Department etc

- Approved by Department Office (e.x., Graduate Assistant, Mary Bechamp) if containing department-relevant content.
- Usage of [McMaster-branded content](#) (e.x. McMaster logo) must receive email permission from brandmarketing@mcmaster.ca.

Purchases / Reimbursement

Before Purchasing

- Purchase must be approved via "Purchase Request Form" and signed by both signing authorities (President and one Senior VP).

After Purchasing

- After submission of "Reimbursement Request Form" and signage from both signing authorities, an e-transfer can be sent by the VP Finance or a Senior VP.
  - After VP Finance (/Senior VP) has sent the e-transfer, the remaining signing authority will confirm the e-transfer by logging onto the bank and approving it themselves.

Events

Beginning Planning

- Small Events should be planned at least two weeks ahead.
- Large Events or high-risk events require planning to start at least one month prior.
    - High risk: physical activity, consumption of alcohol, travel, speakers from outside McMaster coming in-person.

Scheduling an Event

- Choose a date/time/platform (or room, if in person) ASAP
    - Use executive schedules and try to avoid classes for all years.
        - Summer team schedules can be found [here](#).
    - Avoid busy weeks with midterms or conflicting events.
- **Submit an EOHSS to MES** at least two weeks ahead of the scheduled event date for low-risk events.
    - The EOHSS Folder can be found [here](#).
    - For high risk events, submit one month ahead of the event date.

Event Leadup and Execution

For large events:

- Keep a timeline tracking deliverables for later use in writing your event report.
- Directly ask other executives for help or in executive meetings.
- Hold a practice-run of the event closely before the event date.
- Start a meeting ~30 minutes before the event starts to answer any final questions and breakdown the event.
- Include an Indiginous land acknowledgement.
- Post event: write up an *Event Report*

For small events:

- Same as large events, except practice-runs may not be applicable/needed.

- Facilitate an initial meeting with collaborators solidifying individual responsibilities, deadlines, and goals of the event.

Promotion

- Use "Creator Studio" on Facebook web app to schedule all outgoing posts on the social media channels
- **Contact the design team** as soon as the event date/time/platform are solidified with **at least two weeks notice.**
    - Provide all necessary details (e.g, date and time, platform, etc.)
    - Update Task Management spreadsheet in your team's sheet with all the necessary details / requests.
- **Contact VP Coordination** as soon as the design is created and approved to post the design on social media.
    - Schedule the post on Outlook Calendar for the intended post date and time and invite the VP Coordination
    - In the description of the event, include the link to the Canva post and either (a) a caption, or (b) all relevant details for the caption.
    - Post promotions and graphics to social media channels an adequate amount of time before the event is held/forms are due.
        - Rule of thumb: at least 1 week
- Stories should be created and posted to stories/socials throughout this period to serve as a reminder to the rest of MSE.
    - MINIMUM: 1 story to show that the post has been made, 1 story a couple days later, 1 story a day before/a couple hours for any last calls (assuming the 1 week).
    - Promotion plan changes depending on the scale of the event.

Requests for cross-promotion

Requesting external accounts to promote MSE related content

- Make sure to make the request in advance as other accounts sometimes have other posts lined up for certain days.
    - Contact all clubs that have a relation to the event you're promoting (ex: MSE art night -> contact MES, MacEng & MSU Artists)
    - Fill in the advertising form for MES Socials as found here.

Accepting requests from external accounts

- Choose the most appropriate date for reposting to accommodate external requests.
- Avoid having a large amount of story panels (reposting, reminders, etc) posted in one day.

After the Event

Follow up with attendees and/or guests

- If there were important or distinguished guests at the event, ensure you thank them for their time and their contributions to the event.
    - Do so within the first few days of the event.
    - Eg. thanking sponsors after Industry Night.

Create an event report

- Find templates and example event reports here.
- Complete your event report and place it in this folder.

Punctuality

Responsiveness

- Stay up to date and active on team chats and other correspondence platforms, including (but not limited to) Facebook Messenger and Discord.
- React or respond to messages, especially if you have been tagged in them.
- Provide timely responses if necessary.
- Reply to emails in a timely manner (approximately 2-3 business days).
    - Answer polls as soon as possible. Be respectful of time constraints and necessary time for planning events.
        - For availability polls: If you are not available at all make that clear to those planning the meeting/event.

Availability Polls

- Set a concrete date/time for replies.
- Ensure a meeting time is communicated soon after the polls are due.

Cancellations

- Give proper notice to all attendees if you cannot attend a meeting.
    - Preferably 1-2 days before.
    - A few hours before at a minimum.
- State reason for unavailability (specifics are not required).

What to do if you miss a meeting

- Read meeting notes or watch the recording.
- For full team meetings: fill in updates/tasks section for documentation.
- Be sure to communicate with any execs who need specific updates/information.
- Make it clear you have received any updates which relate to your team.
- Provide feedback on any new ideas/events.

Personal Conduct

Useful General Links:
[McMaster discrimination and harassment policy](#)
[McMaster Employment Equity Policy](#)

Disclaimer

The McMaster MSE Society prohibits and condemns discrimination on the grounds of race, ethnic origin, ancestry, place of origin, citizenship, creed (religion), gender identity, sexuality, and ability. Discrimination can be defined as any actions violating human dignity and freedom through the imposition of disadvantage, stereotyping or political or social prejudice (as defined by the Ontario Human Rights Commission). Upon signing this policy manual, it is agreed that the personal conduct expectations outlined herein will be upheld, and any violations observed should be reported to the VP EDI (if no EDI team, please contact the Senior VPs). **It is expected that MSE Society executive members will seek resources on topics they are not familiar with, and/or will seek guidance from the EDI Team / Senior VPs.** Depending on severity, any violations made by any MSE Society executive members, including the President, of the personal conduct section are grounds for followup with the VP EDI, and/or Senior VPs, and/or President, and/or external EDI consultants, and/or immediate removal from the executive team.

Best Practices

The following section details general guidelines and best practices, as well as suggested best practices for specific topics to ensure an equitable and inclusive environment. This section is not fully comprehensive, but provides the team with suggestions to begin learning about various issues that may arise in a diverse workspace. Therefore, additional links to excellent external resources are provided to start the conversation and encourage additional learning and discussions. If any sections require further clarification, MSE Society executive members will seek consultation with the VP EDI, Senior VPs, President, and/or external EDI consultants.

- Understand that your perspective differs from others', so your actions may be perceived differently than you intend.
    - Be open when communicating with others, your intent may not always be clear.
- We all have unconscious biases. It is our responsibility to inspect our own biases, confront them, and do our best to ensure that our judgement is not affected by them.
- **Impact is more important than intent.** If your actions offend someone, you must acknowledge that you have made a mistake, learn from it, and take the steps necessary to make amends.
    - Be open minded when confronted with feedback.
- Allyship is a **verb**, not a noun.
    - An individual's status as an ally is based on their ongoing actions, not self-declaration.
- Amplify the voices of others. Everyone deserves an equal chance to be involved in discussions/meetings.
- Recognize that everyone has earned their place in an institution and treat them with the appropriate respect.
- Your statements must not be, condone, or defend actions that are in breach of the personal conduct guidelines contained in this manual. Being silent when someone else acts in breach of these guidelines is a way of condoning them.
    - Comments that may be perceived to be supportive of disrespectful actions, harassment, or discrimination may reflect poorly on you and the MSE Society.
    - Comments that may be perceived to dismiss a peer's concerns may reflect poorly on you and the MSE Society.
- It often takes immense courage for members of marginalized groups to share their experiences with others. Be respectful when others share their experiences with you.

Race, Ethnicity

- McMaster University is founded on ideologies that create systemic racism. This is an active barrier to the success of BIPOC. It is the responsibility of community leaders to combat racism in all its forms.
- Overt acts of racism, which include the use of racial slurs, verbal/physical harassment, and discriminatory comments and actions will not be tolerated.
- **Make your Intentions Clear:** Because of past racist experiences, BIPOC do not have the luxury of assuming that a comment, decision, etc., is not racially

biased. Make your intentions as clear as possible to alleviate uncertainty and ensure that our workspaces are safe for BIPOC.
- Eg. BIPOC student-athletes noticed that they were being excluded from the roster without a satisfying explanation from coaches, making them question if the decision was racially motivated.
- **Microaggressions**: A microaggression is a comment or action that, often unconsciously, exposes a bias or prejudice that a person has. The best way to avoid committing microaggressions is to examine your unconscious biases, learn about examples of microaggressions, and think before you say/do something.
    - Eg. Microinsults like "Your English is really good for an international student." or "You're so well-spoken for a Black person", which indicate that you don't expect an individual to be capable of something due to their race/ancestry.
    - [More examples](#)
    - [General information](#) about workplace microaggressions.
- **Stereotypes:** Due to common stereotypes, BIPOC are often treated as a monolith or expected to act a certain way. Every person is different, and we should avoid letting stereotypes affect our perception of BIPOC
    - Eg. The Model Minority Myth, that Asian minorities are highly academic, get good grades, etc.

Gender and Sexuality

- McMaster University is founded on ideologies that create systemic discrimination against LGBTQ+ people. This is an active barrier to the success of the LGBTQ+ community. It is the responsibility of community leaders to combat such discrimination in all its forms.
- Overt acts of discrimination, which include the use of slurs, verbal/physical harassment, and discriminatory comments and actions will not be tolerated. This includes refusing to respect someone's name and/or pronouns.
- **Communication:** It is unreasonable to assume a person's gender or sexuality. Provide your pronouns when meeting new people, and respectfully ask others for theirs.
- **Privacy:** Gender and sexuality are personal subjects. Protecting people's privacy is of the utmost importance. Do not:
    - Ask personal questions beyond what is necessary to respectfully communicate with someone.
    - Disclose a person's identity with others unless you have been given explicit permission to do so.

- **Diverse Identities:** There are many different identities that people may use to describe themselves. All identities are valid and must be respected. The identity that a person uses may change over time. This is not grounds to invalidate their identity and/or experiences.
    - Eg. Claiming that someone isn't bisexual because they are currently in a heterosexual relationship is disrespectful to their identity.
- **Microaggressions:** Common microaggressions experienced by members of the LGBTQ+ community are based in heteronormative ideals of relationships and gender roles.
    - Eg. Asking a gay couple "Who wears the pants in the relationship?"
    - [More Examples](#) - Note that some of these examples toe the line between microaggressions and overt discrimination.
- **Stereotypes:** There are common stereotypes associated with certain genders and sexualities that may affect your impressions of a person. Every person is different, and we should avoid letting stereotypes affect our perception.
    - Eg. Assuming a person's gender or sexuality because the way they dress or act.

Women in Engineering

- McMaster University is founded on ideologies that create systemic sexism. This provides an active barrier to the success of women, especially in male-dominated fields such as engineering. It is the responsibility of community leaders to combat sexism in all its forms.
- Overt acts of discrimination, which include the use of slurs, verbal/physical harassment, and discriminatory comments and actions will not be tolerated.
- **Respect:** The respect given to a female colleague can often be affected by traits/circumstances unrelated to the work environment. The same amount of respect should be afforded to every colleague.
    - Eg. Individuals who demonstrate 'masculine' traits are often respected more than those who demonstrate 'feminine' traits -- this is unacceptable.
    - Eg. The respect you afford to a colleague should never depend on whether or not you deem them attractive/attainable.
- **Microaggressions:** Microaggressions experienced by women in STEM are often rooted in stereotypes about women's behaviour, interests, and skills. They may reflect perceptions that 'femininity' and engineering are inherently incompatible
    - Eg. Telling a colleague "You're too pretty to be in engineering" or "you wear too much makeup for an engineer".

- Eg. Women in group work are often assigned administrative roles while men are assigned technical and leadership roles.

Disability, Neurodiversity, and Mental Illness

- McMaster University is founded on ideologies that create systemic discrimination against individuals who are neurodivergent, disabled, and/or mentally ill. This provides an active barrier to the success of such individuals. It is the responsibility of community leaders to combat ableism in all its forms.
- Overt acts of discrimination, which include the use of slurs, verbal/physical harassment, and discriminatory comments and actions will not be tolerated. This includes refusal to provide requested accommodations.
- **Accomodation:** The extent to which a person is impacted by a disability or mental illness may vary day-to-day. Be aware that an individual's needs may change, and that this is not grounds to invalidate their experiences.
    - Eg. An individual with depression may seem happy one day. This doesn't mean that they are not depressed.
- **Communication:** Neurodivergent individuals may communicate differently than neurotypical individuals. Try to ask people what their communication needs are, and respect those needs.
    - Eg. An individual with autism may request that you use tone indicators when you use sarcasm, or avoid using sarcasm altogether.
    - Eg. An individual with anxiety may ask for frequent feedback/affirmation of the quality of their work.
- **Privacy:** Mental health and disability are personal subjects. Protecting people's privacy is of the utmost importance. Do not:
    - Ask personal questions beyond what is necessary to respectfully communicate with/accomodate someone.
    - Disclose a person's identity or disability with others unless you have been given explicit permission to do so.
- **Language Matters:** Disabilities and mental illnesses should never be reduced to a character trait or punchline. Never use words associated with disabilities or mental illnesses if you are not affected by that disability or mental illness.
    - Eg. Saying things like "I'm so OCD" or "that was psychotic" reduces mental illnesses and invalidates the extent to which people's lives are affected by them.

Indigenous Peoples of Canada

It is the responsibility of the MSE Society executive members to continuously learn and educate themselves on the Indigenous communities in Canada. Given McMaster University is located on traditional Indigenous territory, the acknowledgement of the lands protected by the "Dish with One Spoon" wampum agreement should be understood, and applied in our practices as an extension of the Department of Materials Science & Engineering. We respect the sovereignty of the Indigenous people and their ongoing struggle to maintain their culture, way of life, and history.

Sexual Violence/Harassment

What follows is McMaster University's definitions of sexual violence and sexual harassment. More information may be found in the McMaster Sexual Violence Policy.

- **Sexual harassment** means engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome; or making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.
- **Sexual violence** means any sexual act or act targeting a person's sexuality, gender identity or gender expression, whether the act is physical or psychological in nature, that is committed, threatened or attempted against a person without the person's consent, and includes sexual assault, sexual harassment, stalking, indecent exposure, voyeurism, and sexual exploitation.

If a breach of this conduct has occurred further action may be taken, according to the victim's wishes, with relevant parties at McMaster University including the *Sexual Violence Prevention and Response Office*.

The SVPRO Website linked above also has a wealth of resources on topics relating to sexual violence, sexual health, and support for students.

Public Spaces (i.e., Group Chats, Discord)

- As representatives of the MSE Society your actions in MSE sectioned venues must reflect the values, beliefs, and other like items outlined within this document.
    - These "venues" include the MSE Society Discord, Messenger Group Chats (year chats and internal chats), MSE Society Instagram/social media, MSE Society Events.
- Your statements must not be, or condone, actions which are in breach of the personal conduct guidelines contained in this manual.
    - Comments which may be perceived to be supportive of disrespectful actions, harassment, or discrimination may reflect poorly on you and the MSE Society.
- If you are witness to a breach of these guidelines, it is encouraged that you report these incidents to the President, Senior VPs, and/or VP EDI.
- Any actions/posts/statements cannot exhibit a violent, discriminatory, sexual content. In general, it cannot violate any sections/expectations defined throughout the Policy Manual.

Be Respectful to Department, Faculty, & Staff

- As a representative of the department, be mindful of opinions/messages about members of the department, and department operations shared anywhere with MSE students, 1st years, etc.
- Be conscious when in venues which may have visiting faculty, or when participating in events which are open to faculty.
    - Any disrespectful and/or discriminatory comments or actions will reflect poorly on the MSE Society, and could have consequences which affect the scope of the MSE Society.
    - You should be respectful, act in compliance with our society's guidelines, and you should uphold a higher level of professionalism when in these events/venues.
    - E.g., Be respectful when giving feedback regarding the efficacy of courses in the department. Consider the impact of the morale of the students.
- Refer to primary resources put out by the department when applicable, and refer students to ask department staff officially.

- Eg. Info about NSERC/USRA awards are given by the department each year, and students should be referred to the administrative assistants that prepare this information.

Announcing to Class

- If you want to make an announcement in class be sure to contact the correct professor 24 hours in advance, with a clear plan for your announcement.
    - Be respectful of their schedule and try to fit their schedule as best as possible.
- All announcements or statements given in class must be respectful and meet the policy manual guidelines.
- When speaking in class, be respectful of the class's time. Be concise, yet thorough. Include all relevant information such as forms, location, time, links, social media, and website resources.

COVID Regulations

Useful General Links:
- [McMaster COVID-19 Website](#)

Virtual Meetings and Events

- Virtual meetings will be held on MS Teams and must adhere to the standards posted in the [Technical Literacy](#) section above.
- Offer a virtual component whenever possible to accommodate for people feeling ill or who are unable to attend for other reasons.

In-Person Meetings and Events

- Remain up-to-date on the university guidelines regarding masking requirements and social distancing restrictions.
    - Society members are responsible for ensuring that they are obeying the guidelines put forth by the university for all Society meetings and events.
- Do not, under any circumstances, attend any MSE Society in-person meetings or events if you do not pass the current McMaster regulated guidelines.
    - As of May 2022, you must pass the MacCheck before attending meetings on campus.
    - This presently includes testing positive on a rapid test or feeling unwell after exposure to a known positive case.
    - Avoid showing up if you feel unwell despite passing the MacCheck.
- Regardless of the university guidelines at a given time, respect others' decision to wear a mask if they so choose.
- Maintain social distancing when possible.
- Record meetings to allow for those feeling unwell or uncomfortable in social settings to participate without putting themselves or others at risk.
- Ask before you offer to shake someone's hand or any other physical contact to ensure the recipient is comfortable.

- Should there be food present at a meeting or event, ensure that it is in a sanitary, closed container and can be eaten without taking a mask off for prolonged periods of time.

In general

- Communicate if you are unable to attend a meeting for any reason, including if you are feeling unwell.
- If you feel uncomfortable in a given situation, communicate your needs.
    - If you feel uncomfortable raising them in a large social setting, message or privately talk to the President or a Senior VP so they can best accommodate.

Signature

I have fully read and understood this document. Upon signing, I agree to adhere to the standards outlined in the Technical Literacy, Social Media Guidelines, Purchase / Reimbursement, Events, and Punctuality sections. I understand and respect the regulations and expectations in place regarding COVID-19 restrictions. Furthermore I agree that the personal conduct expectations outlined herein will be upheld, and any violations observed should be reported to the respective parties.

_____   _____

Signature   Date

_____

Print Name