Lallous Lab

Code of Conduct

The main ideas in this document were conceived during a lab retreat on June 5, 2024. Nada integrated the discussed ideas and wrote the first draft. This document will be updated annually. The lab code of conduct will be shared with new lab members, and a signed copy will be kept by each team member for our records. This document is not a replacement for university rules. To the extent that any statements in this document contradict University of British Columbia policies, rules, or regulations, the University of British Columbia policies, rules, and regulations prevail.

Lab Vision

We are a collaborative and dynamic team dedicated to studying gene regulation in cancer using methodologies of biochemistry, biophysics, and cell and molecular biology. Our team is characterized by its diversity in expertise, nationality, sex and gender, religion, and culture. Our overarching goal is to understand the mechanisms of cancer progression and treatment resistance, with the aim of discovering new therapies for patients with advanced and lethal forms of cancer.

Life in the Lab

Respect and consideration are fundamental to our lab culture. Every team member is expected to treat others with courtesy and regard for their contributions, perspectives, and well-being. Open communication is encouraged to foster a collaborative atmosphere where ideas can be freely shared, and challenges can be addressed collectively. Constructive feedback should be given respectfully, and team members should feel comfortable voicing their opinions and concerns.

Our lab upholds the highest standards of integrity and work ethics. This means conducting research with honesty, transparency, and accountability. Trust is essential in our collaborative environment, and all members are expected to demonstrate honesty, especially when mistakes occur. Admitting errors promptly and addressing them responsibly is crucial for maintaining the integrity of our research.

Professional conduct is non-negotiable in our lab. Verbal abuse, harassment, or any form of unprofessional behavior is strictly prohibited. Any concerns about conduct should be reported immediately to Nada to ensure a safe and respectful working environment for everyone. Addressing issues through discussion before they escalate into larger problems is essential for maintaining a productive and harmonious work environment.

Acknowledgement of efforts and intellectual properties, as well as positive feedback, are integral parts of our culture. Recognizing the hard work and contributions of team members fosters a positive and motivating atmosphere. We strongly encourage open communication about any pressures, discomforts, or personal challenges. Members should feel supported and confident that their well-being is a priority.

Fun activities: While noise-cancellation headphones or AirPods are not permitted to ensure safety and effective communication, music is allowed as long as it does not disturb other team members or other labs. Please be considerate of others when playing music and keep the volume at a reasonable level. Regarding smartphones, we understand the necessity of accessing phones during work hours; however, it is recommended to avoid spending more than 30 minutes per day on personal activities such as texting, browsing Instagram, or reading the news while working. Playing games or watching TV shows should be done outside working hours or restricted to your lunch break. You are encouraged to use social media to share your work and communicate with other scientists on platforms like Twitter and LinkedIn. We fully support efforts to communicate our research work in accessible formats such as videos, infographics, or tweetorials to increase knowledge dissemination.

In our team, we value accountability and encourage team members to set their own milestones and suggest realistic timelines. Delivering on time is a key aspect of our work ethic. If there are unrealistic expectations, members should discuss these with Nada to establish more feasible timelines. Adhering to deadlines is crucial, and any delays should be communicated promptly.

For communication, we primarily use emails and have two WhatsApp groups. The first group, "Octopus Kiss," includes both current and past members to create a network for mutual and long-term professional support. The second group, "Lallous Lab - Current Members," is specifically for current team members. We share news and general requests on these groups. New members will be added to both groups after obtaining their consent. We recommend sending work-related requests during normal working hours (Monday to Friday, 9 am - 5 pm) and responding to emails within 24 hours when you are not on sick leave or holidays. However, you may receive messages during off-work times or vacations. There is no requirement to be available for responses during these times.

We love to celebrate successes, achievements, graduations, birthdays, and random feel-good moments, such as when a challenging experiment works. Additionally, we gather to bid farewell to lab members who are moving on to the next step in their careers. To foster team spirit, we organize one or two team bonding events each year, engaging in activities such as laser tag, escape rooms, discovering new restaurants, and more. We aim to have one event per season in the future. These celebrations and events help strengthen our sense of community and make our lab a supportive and enjoyable place to work. For graduations and paper acceptances, we sign a bottle of champagne or sparkling juice and keep the lid or bottle as a souvenir. We also support each other through tough times and personal challenges, ensuring that every team member feels valued and cared for.

Taking time off is essential for recharging and maintaining a healthy work-life balance. Team members are encouraged to plan their experiments thoughtfully to avoid working weekends or after hours whenever possible. Vacation time should be taken responsibly, with advance planning and coordination among colleagues to ensure adequate coverage and minimize disruption to lab activities. All vacation requests must be approved by Nada, and an authorization email should be sent to: absences@prostatecentre.com. If a team member consistently finds themselves working long hours or weekends, they are expected to speak with Nada to develop a more sustainable and realistic workload plan. In the event of illness, please notify Nada and email

absences@prostatecentre.com, ideally before 11 a.m. It is also helpful to inform lab members of any urgent duties they may need to cover during your absence. Whenever possible, non-urgent medical appointments (e.g., dental, physiotherapy, massage) should be scheduled outside of working hours. If that is not feasible, please coordinate with Nada in advance.

As an experimental lab, our work is primarily conducted in person, and team members are generally expected to be on-site during working hours. However, remote work may be appropriate on occasion, such as when writing papers, grants, or performing other tasks that do not require lab access. In such cases, team members must inform Nada in advance. If remote work is approved, IT can assist you in accessing your work computer through a secure VPN connection.

Lab duties

We strictly adhere to all biosafety rules established by UBC, Vancouver Coastal Health (VCH), and the Vancouver Prostate Centre (VPC). Compliance with these regulations is mandatory to ensure the safety and well-being of all lab members. When joining the lab, each member needs to first obtain all required biological and chemical safety certificates as well as all the mandatory courses required by UBC/VPC. All members must store copies of their certificates (biosafety, chemical, etc.) in the Lallous drive upon completion. Additionally, new team members must complete the Employee Training Log form, available on the Lallous drive. Each task-specific orientation listed in the form should be signed and dated by the mentor who provided the training upon completion. Senior lab members are expected to mentor new lab members and to provide instrument/procedural training.

Each lab member is assigned bench and desk spaces upon joining the lab. These spaces need to be maintained clean and well organized. Maintaining a clean and organized lab is essential for efficient and safe operations. Each team member is responsible for keeping common areas tidy, and we take turns cleaning these spaces. Additionally, we hold an annual lab cleaning and organization week to ensure a thorough, collective effort in maintaining our work environment. Each member needs to return commonly shared items to their designated spaces and clear common spaces after experiments are done. Shared equipment should be booked in advance. If a member needs to cancel a booking, they need to notify everyone in the team so other members can access the equipment if needed. If a problem is encountered during an experiment, please notify Nada and the rest of the team so they can help solve the problem, contact the right technical support, and adjust their experimental plans. Shared responsibilities also include being mindful of commonly used and shared consumables and equipment. Everyone must participate in restocking and reordering as needed. If the level of a common reagent is low (e.g., only 2-3 aliquots left, or powder insufficient for two weeks of experiments), immediately prepare or place an order in our Quartzy ordering system.

Each lab member is expected to maintain a detailed lab book and keep well-organized data folders on the Lallous drive rather than on personal computers. Lab notebooks, whether physical or electronic, are the property of the research institution or principal investigator (PI), not the individual, and must remain in the lab. They contain confidential and potentially proprietary information, so their contents should not be shared without approval. All entries must be recorded in real time, clearly dated, and signed. Corrections should be made with a single line and initialed,

not erased. Notebooks play a critical role in documenting experimental work and may be used to support authorship or intellectual property claims. Team members are responsible for maintaining accurate and complete records and should store their notebooks in a secure location accessible to the PI. Upon leaving the lab, researchers are not allowed to take the original notebooks. However, with permission, they may keep a copy for reference. Raw data should be saved without any processing after each experiment. Then, another copy could be saved after data processing and labeling. Each lab member should back up raw data needed to reproduce all processing and analyses. We follow a recommended data nomenclature: YYMMDD_EXP_NAME. For items stored in the -80 freezer, a clear standard of organization must be maintained, with a simple diagram displayed on the outside for easy reference. Constructs, primers, and glycerol stocks must be documented in the common lab inventory that is on the Lallous Drive.

Once a new construct is made and validated by sequencing, an aliquot of the plasmid and a glycerol stock should be shared with the Lab Manager to be included in our inventory. The corresponding information must be added to the lab inventory sheet to ensure accurate and up-to-date records. Team members should maintain their own working aliquots and only request access to the stored ones in case of an emergency. This practice helps maintain an organized inventory and ensures that critical resources are available when needed.

If a new protocol is established and fully validated, a new Standard Operating Procedure (SOP) should be generated and saved in the Lallous drive. Modifications for specific experimental conditions can be appended to existing SOPs. As we move towards a more digital approach, we aim to adopt electronic lab books by 2025. Each lab member is expected to maintain a lab meeting folder with PowerPoints, results, and links to analysis and raw data.

Protocols, plasmids, materials, lab books, and lab-specific knowledge are considered confidential and proprietary to our research group. These materials and information must not be shared with other parties without a formal, established collaboration agreement approved by Nada. While informal suggestions and technical advice may be offered to colleagues, sharing detailed protocols or unique reagents requires prior approval to protect intellectual property and ensure consistency.

Meetings and Lab Meetings

One on one meetings: Nada has an open-door policy, and you should feel free to come by to discuss urgent matters. For longer discussions, it is best to schedule a meeting. Each person in the lab will have a one-on-one meeting with Nada every two weeks to discuss progress and future plans. You are expected to prepare a presentation that includes your goals, experimental design, results (with links to the raw data folder), and future directions prior to the meeting. Presentations should be saved in the Lallous drive.

Once a year (usually in December), Nada will conduct a confidential performance review. Each team member will be asked to fill out a form outlining their key achievements from the past year, developmental activities, objectives for the coming year, and career aspirations. During the review meeting, we will also discuss job expectations, address any challenges faced by the team member, and develop a training plan to support their continued growth and performance.

Lab Meetings: Lab meetings are held biweekly and serve as a vital forum for sharing research progress, receiving feedback, and fostering collaboration. Each meeting begins with a 15-minute discussion of general lab matters, followed by individual updates where each lab member presents one slide summarizing a key experiment they are currently working on. These updates should be concise (maximum 5 minutes per person), with a total of 30 minutes allocated for this section. One team member will then deliver a 30-minute progress report, followed by 30 minutes of discussion. The presenter is expected to prepare a clear and well-structured presentation that includes a brief project introduction, an overview of the experimental approach, and recent results. Sharing negative results is encouraged, as group discussions often provide valuable troubleshooting suggestions. The entire meeting should conclude within 2 hours. All participants are expected to plan their experiments in advance to ensure they can attend the full meeting, arrive on time, listen attentively, and participate respectfully. Active engagement through questions and constructive feedback is expected from all team members. Phones should be silenced, and the use of devices should be limited to activities relevant to the meeting to maintain a focused and collaborative environment. If you are unable to present during your scheduled slot, please coordinate a swap with another lab member, ideally providing at least two weeks' notice. In the event of illness or an unexpected emergency, the lab meeting will proceed without the presenter portion.

Journal club: Journal club is designed to foster critical thinking, improve scientific communication, and keep the team up to date with current research. While lab meetings are held every other Thursday, journal club will take place once per month on one of the alternate Thursdays. Each lab member is expected to present on a rotating basis. The presenter should select a recent (published within the last 12 months), high-impact paper relevant to the lab's research focus and share it with the team at least five days in advance. Relevant preprints are also welcome. Presentations should include a clear overview of the paper's background, rationale, methods, main findings, and a critical assessment of its strengths, limitations, and relevance to our work. All lab members are expected to read the paper beforehand, arrive on time, and actively participate in the discussion. Meetings should be kept to 60 minutes. If the assigned presenter is unavailable, they must arrange a swap with another lab member in advance.

VPC/Terry Fox Seminar: Our research centre hosts a weekly seminar every Friday at 9:30 a.m. as part of the VPC/Terry Fox Seminar Series. Attendance is mandatory for all trainees, and in-person participation is strongly encouraged for all team members, including staff. These seminars provide an excellent opportunity to stay informed about the latest research within the Vancouver Prostate Centre and to hear from invited national and international experts across various disciplines. Attending these sessions not only broadens scientific knowledge but also fosters a sense of community, encourages interdisciplinary thinking, and offers valuable networking opportunities. Team members are expected to arrive on time, be attentive, and engage respectfully during the seminars. When unable to attend due to illness or scheduling conflicts, prior notice should be provided. "Each trainee is also expected to present their work at these seminars at least once every two years.

As needed, lab members are expected to participate in additional meetings, seminars, interviews of lab candidates, or lab retreats.

Scholar Activities

All lab members are expected to actively engage in scholarly activities, including contributing to publications, applying for fellowships, scholarships, and grants, and participating in conferences. All scholarly output must meet rigorous ethical standards. This includes honesty in data presentation, originality in writing, and proper acknowledgment of contributions and funding. Misconduct such as plagiarism or data manipulation is strictly prohibited and subject to institutional processes.

Publishing Research: All graduate students and postdoctoral fellows are expected to share their research through peer-reviewed publications. While timelines will vary depending on the nature and scope of the work, Master's students should aim to publish at least one first-author paper, PhD students are typically expected to publish two to three, and postdocs should aim to submit their first paper within two years of joining the lab. The first author is generally the person who led and executed the project and is responsible for drafting the initial manuscript, organizing the data, and coordinating submission. Co-authorship should reflect meaningful contributions, including generating data, sharing key reagents or protocols, offering mentorship, or providing significant intellectual input. Each author is expected to actively participate in writing and revising the manuscript. Authorship order should be discussed early in the project and revisited as needed to reflect contributions accurately. Co-first authorship may be granted when two contributors are equally involved. If a trainee leaves the lab, authorship may be re-evaluated if another member substantially contributes to completing the work. All manuscripts must be reviewed and approved by the PI before submission. Lab members are expected to uphold high standards of integrity, transparency, and professionalism in all aspects of manuscript preparation. Trainees are also encouraged to propose and write review articles related to their research topics. Concerns or disagreements about authorship should be brought to Nada's attention promptly to allow for respectful and constructive resolution. In situations where authorship roles or contributions are unclear, open dialogue is key. Disputes will be resolved by considering documented efforts, contributions, and always with fairness and transparency in mind.

Funding Applications: Trainees are strongly encouraged to apply for competitive funding opportunities, including scholarships, fellowships, research grants, and travel awards, to support their training and enhance their academic development. All applications should be discussed with Nada well in advance to ensure alignment with the trainee's goals and the lab's priorities. Drafts must be submitted at least four weeks prior to internal or external deadlines to allow sufficient time for review, feedback, and revisions. Successful applications must appropriately acknowledge the lab, affiliated institutions, and relevant funding agencies, following their specific guidelines.

Scientific Conferences: Attending academic conferences is highly encouraged, as it offers valuable opportunities for learning, networking, and presenting research. Trainees must consult with Nada well in advance when planning to attend or present. Abstracts, presentation slides, and posters should be submitted for review and approval at least two weeks before the submission deadline. When representing the lab, all members are expected to maintain a high standard of professionalism and uphold the values of the lab and affiliated institutions. Each trainee is encouraged to attend at least one national or international conference every two years. Applying

for travel awards is strongly recommended, and submitting an abstract for a poster or oral presentation is mandatory when attending a conference.

Leaving the Lab

When planning to leave the lab, whether due to graduation, completion of a contract, or accepting a new opportunity, members are expected to provide as much advance notice as possible. Ideally, this should be between one and three months, depending on the individual's role and responsibilities. This helps ensure a smooth transition and minimizes disruption to ongoing projects. Before departure, all experimental data, protocols, reagents, and lab notebooks (both physical and digital) must be properly organized, labeled, and handed over to Nada. Electronic files should be saved in an accessible format on the Lallous drive. Lab members are also expected to assist in training colleagues who will take over their responsibilities and to prepare a handover document summarizing project goals, key results, troubleshooting notes, and next steps. Any manuscripts in progress or planned publications must be reviewed with Nada to clarify authorship roles, timelines, and expectations. Lab members should also schedule an exit meeting to review accomplishments and discuss any ongoing contributions after their departure. Materials and data generated in the lab remain the property of the lab and affiliated institutions. Departing members are expected to uphold confidentiality and maintain professionalism even after they leave. Members are expected to provide a comprehensive list of glycerol stocks, plasmids, and items stored in liquid nitrogen. Personal boxes and lab spaces must be cleaned. Lab member will continue to have access to work email for a 3–12-month period after their departure. No plasmids, strains, cell lines, lab notebooks, or any other materials from the lab may be taken without prior authorization. This applies when leaving the lab temporarily or permanently. Explicit approval must be obtained to prevent misunderstandings and to ensure compliance with institutional policies.

Print name: ----------

Signature: ----------

Date: ----------