

Welcome to the Polepalli Lab.

We are committed to maintaining a positive, respectful, and productive research environment. This document outlines the expectations we ask all members to follow. Please read it carefully and adhere to these principles without exception.

1. Collaboration and Shared Resources

- Every member is expected to maintain a cooperative and collegial attitude. Our lab operates in a shared space with shared responsibilities.
- Ideas, reagents, equipment, and space belong to the lab, not individuals.
- Collaboration is encouraged, and internal competition is discouraged. We succeed as a team, not as individuals.
- Please be generous with your knowledge and time—helping others is part of being a good lab member.

2. Inclusivity, Respect, and Professional Conduct

- We take pride in the diverse, multicultural nature of our lab and of NUS as a whole.
- All members must show respect for different cultures, religious beliefs, genders, and personal boundaries.
- Inappropriate behaviour, including discrimination, harassment, or exclusion, is not tolerated under any circumstances.
- The NUS Code of Conduct and university policies on workplace ethics, harassment, and safety apply at all times. Violations will be taken seriously and escalated as needed.

3. Responsibility for Lab Operations

- As we do not have full-time lab technicians, lab maintenance is a shared responsibility.
- Each member will be assigned specific duties, and these must be performed punctually and reliably.
- General cleanliness, orderliness, and proper equipment use are the collective responsibility of all members.
- If you see a problem—whether it's broken equipment, a spill, or an expired reagent—take initiative or inform someone immediately.
- Ignoring issues because they “aren't yours” is not acceptable.

4. Accountability and Engagement

- Every lab member is expected to be actively involved, both in their own research and in the broader functioning of the lab.
- Repeated neglect of lab responsibilities, unprofessional conduct, or non-participation will be addressed through formal discussions. In some cases, it may lead to project delays or reallocation.
- Your scientific ability is not the only measure of your contribution—your integrity and reliability matter just as much.
- Timely communication is essential for the smooth functioning of the lab.
- All lab members are expected to respond to emails, messages, and meeting requests within 24–48 hours on working days, unless otherwise agreed upon or if on approved leave.
- Ignoring lab-related communication disrupts workflows, delays decisions, and can affect the progress of group projects.

- If a response requires more time (e.g., data analysis or decision-making), it is still expected that you acknowledge receipt of the message and provide a timeline for your full reply.
- Repeated delays or non-responsiveness will be addressed, especially if it impacts lab operations or collaborative work.

5. Workplace Behaviour and Daily Conduct

- We expect all members to maintain a professional, respectful, and courteous attitude at all times.
- Punctuality, cleanliness, and organisation are not optional. Please keep your workspaces tidy and your plans clear.
- Dismissive, self-centred, or messy behaviour affects everyone's work, and will be addressed if persistent.
- If an issue arises with another lab member, speak privately and respectfully—or involve the PI if needed.

6. NUS Policy Compliance

- All lab members are required to comply fully with:
 - NUS research ethics guidelines
 - Workplace Safety and Health (WSH) protocols
 - The NUS Student or Staff Code of Conduct
- Please remember: intent does not override impact. What may seem harmless to one person can be inappropriate or harmful to another. Err on the side of caution and respect.

7. Lab Hours, Time Management and Communication

- While we do not operate on a strict clock-in/clock-out basis, you are expected to be present by 10 AM on weekdays, unless discussed in advance.
- If you plan to be away for an extended period (conference, leave, illness), notify the PI as early as possible.
- Time in the lab should be focused and efficient. Long hours alone do not indicate productivity—planning and follow-through do.

8. Research Quality and Output

- Scientific success is measured by quality, integrity, and clarity, not just the number of publications.
- We expect all members to maintain rigorous data standards, proper documentation, and ethical research practices.
- Results should be reproducible, meaningful, and presented honestly.
- High-quality output is valued more than chasing publication metrics. Substance over hype.

9. Mentorship, Reputation, and Long-Term Impact

- Your conduct here shapes both your future and the reputation of the lab.
- I am invested in your growth—but that investment is mutual. Professionalism, reliability, and respect ensure lasting support and mentorship, even after you leave.
- Scientific careers are built on networks of trust—how you conduct yourself matters as much as what you discover.

10. Language Use in a Multicultural Lab

- English is our lab's working language to ensure inclusivity and accessibility.
- If you are speaking another language, please do so only if everyone present understands it.
- This is not about restriction, but consideration—we aim to ensure no one feels excluded.

11. Our Lab is a Community

- This lab is more than a workplace. It's a community of scientists, united by a shared purpose.
- Take time to get to know your colleagues, participate in lab events, and respect the social dimension of the lab.
- We thrive not just because we are good scientists but because we support each other as people.

Being a part of this lab means committing to excellence not only in research, but also in how we treat one another. These expectations are not suggestions- they are standards we live by.

If any part of this code is unclear or feels difficult to uphold, you are encouraged to have an open discussion with the PI. Otherwise, your full adherence is expected and appreciated.