

Plan for a Safe and Harassment-free Working Environments for Off-Campus or Off-Site Research

Names of Principal Investigator/s: _____

NSF Proposal Number: _____

Date: _____

Preamble: Statement of Commitment

The University of California (“University”) is committed to maintaining a community dedicated to the advancement, application and transmission of knowledge and creative endeavors through academic excellence, where all people who participate in University programs and activities can work and learn together in an atmosphere free of harassment, exploitation, or intimidation.

Sexual violence, sexual harassment, retaliation, and other behavior prohibited by this Policy interfere with those goals. The University will respond promptly and effectively to reports of such conduct. This includes action to stop, prevent, correct, and when necessary, discipline, behavior that violates our policies.

Guidelines for Addressing Unacceptable Behavior/Conduct

PIs will respond to abuse of any person involved in this off-campus/off-site study, including, but not limited to, harassment, stalking, bullying, or hazing of any kind, whether the behavior is carried out verbally, physically, electronically, or in written form; or conduct that is unwelcome, offensive, indecent, obscene, or disorderly in accordance with the University’s general policies including:

- [UC Policy on Discrimination, Harassment, and Affirmative Action in the Workplace](#)
- [UC Nondiscrimination Policy Statement](#)

These University policies prohibit discrimination against any person employed; seeking employment; or applying for or engaged in a paid or unpaid internship or training program leading to employment with the University of California on the basis of race, color, national origin, religion, sex, gender, gender expression, gender identity, gender transition status, pregnancy, physical or mental disability, medical condition (cancer-related or genetic characteristics), genetic information (including family medical history), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services, including protected veterans.

- [The University of California Policy on Sexual Violence and Sexual Harassment \(SVSH\)](#)

The University of California Policy on Sexual Violence and Sexual Harassment (SVSH): The SVSH Policy communicates expectations for individual conduct and outlines the University’s

responsibilities and procedures related to Prohibited Conduct in order to ensure an equitable and inclusive education and employment environment free of sexual violence and sexual harassment. The Policy defines Prohibited Conduct, including sexual assault, sexual harassment, relationship violence, stalking, invasion of sexual privacy, sexual exploitation and retaliation against anyone reporting or participating in an SVSH process. The Policy explains the administrative procedures the University uses to resolve reports of Prohibited Conduct.

- [The Guidelines for Preventing and Responding to Faculty Bullying and Other Demeaning & Disruptive Behavior](#)

The Guidelines for Preventing and Responding to Faculty Bullying and Other Demeaning & Disruptive Behavior: The guidelines outline preventing and responding to bullying and other demeaning and disruptive behavior and communicate the importance of promoting and maintaining a departmental/ school culture in which it is clear that bullying and demeaning behavior are contrary to its norms and expectations and, thus, cannot be condoned or tolerated.

- [Faculty Code of Conduct](#)

The Faculty Code of Conduct (Academic Personnel Manual, section 015) communicates ethical principles as well as professional rights and responsibilities. Unacceptable conduct includes, but is not limited to, violations of any university policy, including the UC Policy on SVSH; use of faculty position or powers to coerce or harm students; or conducting romantic or sexual relationships with any student for whom the faculty member has (or could reasonably expect to have in the future) academic supervisory responsibilities.

- [Berkeley Campus Student Code of Conduct](#)

The Student Code of Conduct includes rules of conduct intended to foster behaviors that are consistent with a civil and educational setting.

Promoting an Inclusive Off-Campus/Off-Site Working Environment (Must be Project Specific)

(Insert description of how the PI/s will nurture an inclusive working environment for this specific project in the proposed off-campus/off-site setting/s. This may include trainings; processes to establish shared team definitions of roles, responsibilities, and culture, e.g., codes of conduct; and field support, such as mentor/mentee support mechanisms, regular check-ins, and/or developmental events.)

Communications (Must be Project Specific)

(Insert description of how the PI/s will promote communication between and among on-campus and off-campus/off-site personnel as well as other organizations/third parties in the work environment. Describe how PIs will avoid a single person serving as a gate-keeper in these communications, and the process or method that will be used to make and respond to incident reports.)

PI Certification

By submitting this Plan to the Sponsored Projects Office and/or with this proposal, the PI/s of this proposed project agree that, should this proposal be funded, the PI/s will follow the University policies processes and project safety procedures described in the above Plan, and the Plan will be disseminated to individuals participating in the off-campus/off-site research prior to departure. The PI/s also will notify all project participants and describe any changes that are made to the Plan during the course of the project, and a copy of the revised Plan also will be provided to SPO for review and inclusion in the Phoebe award record. The PI/s understand that the Plan must be provided to NSF upon request.

All PI/s should sign below before submitting to SPO:

Signature

Date

Signature

Date