**Safe and Inclusive Working Environment for Off-Campus Work On NSF-Funded Projects**

**Preamble: Statement of Commitment**

Chapman 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.

**NSF Policy**

The University’s mission and values align with the [NSF policy](https://nsf-gov-resources.nsf.gov/2022-10/nsf23_1.pdf?VersionId=7yfheI.bNrekBK7F5cKu9riXFbi1YjRX#page=76) described in the National Science Foundation (NSF) Proposal and Award Policies and Procedures Guide ([NSF 23-1](https://nsf-gov-resources.nsf.gov/2022-10/nsf23_1.pdf#page=76)) to foster safe and harassment-free environments wherever science is conducted. The NSF policy requires that the University has a plan to address certain behaviors while off-campus or off-site research is conducted. NSF defines off-campus or off-site research as data/information/samples being collected off-campus or off-site, such as fieldwork and research activities on vessels and aircraft.

This document constitutes a **Plan** for a specific off-campus and off-site research project and describes how the following types of behavior will be addressed:

* Abuse of any person, 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.

**Guidelines for Addressing Unacceptable Behavior/Conduct**

Chapman has several policies that address discrimination, sexual harassment, and sexual assault.

•  [Discrimination, Harassment, and Retaliation Prevention Policy](https://www.chapman.edu/faculty-staff/human-resources/_files/eodo/dhrp-policy.pdf) (“DHRP")

•  [Policy on Sexual Harassment Prohibited by Title IX](https://www.chapman.edu/faculty-staff/human-resources/_files/eodo/title9-policy.pdf) (“PSHP")

These University policies address Prohibit Conduct against any person employed, seeking employment, or applying for employment in a paid or unpaid internship or training program leading to employment with Chapman University either on-campus or off-campus for a University-activity or program or where conduct may have the effect of creating a hostile employment or educational environment for a member of the University community. Prohibited Conduct includes but is not limited to harassment and discrimination based on race, ethnicity, hair (style, texture, and protective dressing) color, religion, creed, ancestry, national origin, age, medical condition, physical or mental disability, sex, sexual orientation, gender, and military or veteran’s service. The Equal Opportunity Office oversees the management of both the DHRP and PSHP policies.

•  [Policy on Sexual Harassment Prohibited by Title IX](https://www.chapman.edu/faculty-staff/human-resources/_files/eodo/title9-policy.pdf)

The university policy on sexual violence and sexual harassment communicates expectations for individual contact. It outlines the University's responsibilities and procedures related to prohibited conduct to ensure an equitable and inclusive education and employment environment free of sexual violence and sexual harassment.

* [Guidance for Preventing Sexual Violence and Harassment in Field Placement](https://www.chapman.edu/faculty-staff/environmental/_files/cu_preventing-sexual-violence-and-harassment-in-field-placements_2023.pdf)

This guide offers participants in research and professional activities information about preventing sexual harassment and violence, stalking, and other prohibited behavior. In addition, it provides supervisors, investigators, and team members with resources regarding communication, transportation, and emergency support in dealing with bullying, harassing, or perpetrating violence targeted at individuals with fewer avenues of safety and support in off-campus work.

* [Faculty Manual](https://www.chapman.edu/faculty-staff/faculty/_files/faculty-manual.pdf)

The set of policies incorporates university-wide harassment policy and addresses disciplinary actions specifically for faculty, including reprimand; suspension with or without pay; demotion; reassignment; or dismissal, which may be taken as appropriate and may occur at any time during the term of a faculty member's appointment related to sexual harassment or unlawful conduct based on an individual's race, sex, religion, age, disability, or any other basis protected by law.

* [Code of Ethics](https://www.chapman.edu/campus-services/institutional-compliance-and-internal-audit/institutional-compliance/policies/code-of-ethics-policy.aspx)

This campus-wide Code states that everyone must be treated with civility, understanding, and respect.  It further states, "We do not engage in any forms of unlawful harassment of others.  Those in positions of authority, including administrators, supervisors, faculty members, and student leaders, exercise their authority fairly and appropriately.  Behavior that demeans, harasses, exploits, or otherwise treats individuals unfairly has no place in our university.” Those found to have violated this Code will be subject to appropriate disciplinary action, up to and including expulsion, termination of employment, or other relationships with the University.

* [Student Code of Conduct](https://www.chapman.edu/students/policies-forms/student-conduct/conduct-code.aspx)

The Student Conduct policies apply to all undergraduate students and address several forms of behavior and respect for persons, including policies and sanctions/disciplinary actions related to abusive behavior, discrimination, endangerment, hazing, retaliation, sexual misconduct, stalking, and violence.

The Student Code of Conduct (“the Code”) has standards of behavior that apply to all students and student organizations associated with the University. The Code also governs community conduct in order to protect and promote the University community’s pursuit of its educational goals. The purpose is to maintain a safe, healthy, and educational community for all students, staff, and faculty. The code addresses several forms of behavior and respect for persons, including policies and sanctions/disciplinary actions related to abusive behavior, discrimination, endangerment, harassment, hazing, retaliation, sexual misconduct, stalking, and violence.

Additional Resources:

EHS Field Research Safety Manual: <https://www.chapman.edu/faculty-staff/environmental/chapman-university-field-research-safety-manual_2023.pdf>

EHS Field Safety Plan Template: <https://www.chapman.edu/faculty-staff/environmental/_files/cu-field-safety-plan_4-2023.pdf>

**Plan for Promoting an Inclusive Off Campus/Offsite Work Environment**

PIs are required to develop a plan for each off-campus project funded by the NSF. The Plan must be developed at the time of proposal and attached to the [Cayuse](https://chapman.cayuse424.com/) proposal record. Some NSF projects require that the plan be attached to the proposal and submitted to NSF.

Plan date or version:

NSF award number:

PI name, cell phone number (consider satellite phone capability for remote sites), and email:

List of participants to whom the plan will be distributed, not any non-Chapman participants:

Off-campus location:

Description of off-campus research activity and type of facility, if applicable:

Estimated departure and return dates, or if off-campus work will occur multiple times during the project period, provide a schedule and list location(s):

Describe how the PIs will create a structure to nurture an inclusive working environment for this specific project in the proposed off-campus/offsite setting. This may include training; 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, or developmental events.

**Communications (Must be Project Specific)**

Describe how the PIs will promote communication between and among on-campus and off-campus/offsite personnel and other organizations/third parties in the work environment. Describe the process or method that will be used to make and respond to incident reports. Note, avoid a single person serving as a gatekeeper in these communications.

If NSF funds the project, update this Plan before commencing the off-campus work and disseminate it to all researchers participating in off-campus work. The Plan must also be shared with NSF upon request.

**PI certification**

I agree to disseminate this Plan to individuals participating in the off-campus or off-site research before the commencement of the work.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date