# NSF SAFE AND INCLUSIVE WORK ENVIRONMENT PLAN FOR OFF-CAMPUS OR OFF-SITE RESEARCH

**The Marine Biological Laboratory (MBL)** is committed to addressing harassment and fostering a safe and healthy work environment. Policies and expectations for proper conduct apply to all staff, faculty, and students whether on-campus or working, doing research, or engaging in scholarly activities or study at an off-site location.

In addition, it is NSF policy to “foster safe and harassment-free environments whenever science is conducted.” ([NSF 2023 PAPPG)](https://new.nsf.gov/policies/pappg/23-1) Guide II-E.9). Grantees are required, effective with proposals submitted **1/30/2023** or later, to certify that there is a plan in place that addresses:

## 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; and

1. **Conduct that is unwelcome, offensive, indecent, obscene, or disorderly.**

The MBL meets NSF requirements by using the policies and procedures outlined below, and as described by the PI to cover special circumstances in the project-specific information shown in this document. Principal Investigators are responsible for distributing a copy of this plan to each participant in off- campus or off-site research prior to those individuals leaving campus to participate in off-campus or off-site activities.

# KEY POLICIES AND PROCEDURES

All MBL staff, faculty and student workers are required by MBL policy to complete Harassment Training, more information can be found [HERE.](https://www.mbl.edu/about/careers-internships/eeo-affirmative-action/harassment-free-workplace) In addition, the MBL has a robust policy system designed to enforce the expectations for a safe and healthy work environment. The following is a list of applicable policies. (Note that the hyperlinks are publicly accessible.)

* + [Code of Conduct](https://www.mbl.edu/policies/code-of-conduct)
  + [Ethics and Compliance Hotline Reporting Policy](https://www.mbl.edu/policies/ethics-and-compliance-hotline-reporting)
  + [Allegations of Misconduct](https://www.mbl.edu/policies/allegations-of-misconduct)
  + [Scientific Integrity](https://www.mbl.edu/policies/scientific-integrity)
  + [Minors in Research Laboratories and/or Other Research Activities](https://www.mbl.edu/policies/g127-minors-research-laboratories-andor-other-research-activities)
  + [Unlawful Harassment Policy](https://www.mbl.edu/policies/unlawful-harassment)
  + [Equal Opportunity, Affirmative Action, and Diversity](https://www.mbl.edu/policies/equal-opportunity-affirmative-action-diversity)
  + [Violence Prevention](https://www.mbl.edu/policies/d117-violence-prevention)

# REPORTING SUSPECTED MISBEHAVIOR

Communication may be verbal, written, or anonymous. Contact your immediate supervisor, your supervisor’s manager, EEO Coordinator at (508-289-7378; eeo@mbl.edu) or Human Resources Director (508-289-7422), or any member of management with whom you feel comfortable.

# PROJECT SPECIFIC INFORMATION

The principal investigator **(Pl)** should list the location where all off-site work or research will be conducted. Off-campus or off-site research is defined by NSF as data/information/samples being collected off-campus or off-site, such as fieldwork and research activities on vessels and aircraft. The MBL further defines the intent of this requirement is to provide guidance and protection for participants when they do not have ready access to usual on-campus in-person resources. The PI should list any unique challenges with respect to safety and inclusiveness for the team. This may include physical or social environments the participants may be a part of.

# Project-Specific Plan (2 pg. maximum)

Principal investigators must complete and sign the form below. All members of the project team (including third party participants) must receive and be trained on the project's Safe and Inclusive Work Environment Plan. The form may be updated as project parameters evolve before the start of off-campus research activities.

Each project-specific Off-Campus Safe and Inclusive Work Environment Plan provides:

1. A brief description of the field/work setting and unique challenges with respect to safety and inclusiveness for the project team, such as the physical and social environments in which participants will find themselves.
2. Steps that the MBL and project principal investigator will take to nurture an inclusive off campus working environment, including processes to establish shared team definitions of roles, responsibilities, and culture, codes of conduct, trainings, and mentor/mentee regular check-ins.
3. Communication processes both within the project team and to the MBL.
4. Organizational mechanisms that will be used to report, respond, and resolve issues of harassment if they arise.

# INSTRUCTIONS

1. Fill out, sign, and save a copy of this form for each NSF proposal that includes off-campus or off-site research.
   * PI Certification: By signing this document, you attest that you will distribute, discuss, and train anyone involved in your research project on your Safe and Inclusive Work Environment Plan.
2. Email a copy of the completed form to [awards@mbl.edu](mailto:awards@mbl.edu)
3. Provide a copy of this plan to all individuals participating in off-campus or off-site research prior to departure.
4. Update this form if activities change and provide the updated copy to all participants and [awards@mbl.edu](mailto:awards@mbl.edu)
5. Retain a copy of this plan and any subsequent versions with your other NSF proposal documents.
6. Submit pages 3 and 4 of this document (i.e., SAI PLAN) with your NSF proposal as a supplementary document only if required by the FOA.

# NSF OFF-CAMPUS SAFE and INCLUSIVE WORK ENVIRONMENT PLAN

Replace gray highlighted text below with plan specific information and do not exceed two pages total for plan.

**NSF Proposal Title:** [Title]

**PI Name:** [Name]

**PI Cell Phone #:** [Cell Phone]

**PI Email:** [Email]

**Plan Date:** [Plan Date]

**Off-Campus Location(s):** [Location(s)]

**Estimated # Off-Campus Participants: [**Participants]

**Field Work Start/End Dates:** [Start/End Dates]

## Brief Description of Field Setting and Unique Challenges Regarding Safety and Inclusivity:

[Description and Challenges]

## Steps to Nurture an Inclusive Off-Campus Work Environment:

**[**List any steps you will take to nurture an inclusive off-campus work environment, including processes to establish shared team definitions of roles, responsibilities, and culture, codes of conduct, trainings, etc.]

## Communication Processes Within Team and to the MBL:

**[**Project participants will have access to the following communications pathways (include methods to reduce singular points of communication): \*Note whether Participants will have personal phones and/or computer and regular internet or cell service AND/OR Other (provide detail)]

1. **Organizational Mechanisms to Address Harassment or Abuse of Any Person:**

Project participants may report experiences of harm to their Pl or directly to the resources listed below. Once reported the Pl must take immediate steps to ensure the safety of the reporting individual, assess the situation, and formulate the most effective plan to eliminate further injurious actions. If any third-party partners are involved in off-campus research, they will receive a copy of and be expected to comply with the MBL policy. Third-party partners may also report incidents to the Pl and/or via the reporting mechanisms listed below.

## In an EMERGENCY:

* + Notify local law enforcement or call 911.
  + You may also notify MBL Campus Safety (508-289-7911)
  + For Anonymous Reporting
    - Use <https://secure.ethicspoint.com/domain/media/en/gui/58894/index.html>
    - 24-hour phone hotline (US, Guam, Puerto Rico, Canada): 01-877-534-0367
  + For Title IX/Sexual Harassment Reporting
    - E-mail [eeo@mbl.edu](mailto:eeo@mbl.edu)
    - Call 508-289-7422
  + Additional Reporting Options (if applicable):
    - MBL Campus Security 508-289-7217 or [mblsecurity@mbl.edu](mailto:mblsecurity@mbl.edu)
    - Local Police Services Phone: [local police]
    - Local Medical Services Phone: [add local medical]

## Additional Reporting Mechanisms Specific to Project:

**[**Please list any project specific reporting methods or communication methods]

## 4B. Plan for Dissemination:

[Dissemination Plan]

## PI Certification

*As Pl of the subject project, I understand that it is my responsibility to implement this plan, uphold the MBL's related policies, and train any members of my project team on my SAI plan. I will review this plan with everyone on my project team. If reports need to be made to NSF according to their notification requirements, this plan may be used as part of NSF's investigation and decision to continue funding of this project.*

**PI Name:** [Name]

**Signature:** [Signature] **Date:** [Date]