**Plan for Safe and Inclusive Working Environment for Off-Campus**

 **or Off-Site Research Under an NSF Award**

Indiana University is committed to the success, safety and well-being of all members of the university community, including students, academic appointees, and staff. Indiana University recognizes that discrimination, harassment, and/or sexual misconduct may result in grave and often long-lasting effects on those involved and is committed to conducting timely investigation of allegations and to taking appropriate actions and consequences following investigations.

As part of Indiana University’s commitment to compliance with state and federal laws and required reporting to state and federal agencies, the University acts in accordance with the NSF policy described in the NSF Proposal and Award Policies and Procedures Guide (NSF 23-1) to foster safe and harassment-free environments wherever science is conducted. The NSF policy requires that the University have a plan in place to address certain behaviors should they occur 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 off-campus and off-site research that 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.

To promote a safe, inclusive culture, the University is taking the following steps.

* Prohibiting discrimination on the basis of age, color, disability, ethnicity, sex, gender identity, gender expression, genetic information, marital status, national origin, race, religion, sexual orientation, or veteran status under UA-01
* Implementing UA-03, the Discrimination, Harassment, and Sexual Misconduct Policy which contains:
	+ Definitions of prohibited behavior
	+ Descriptions of reporting obligations for employees
	+ Procedures regarding investigations of discrimination, harassment, and sexual misconduct
* Requiring Responsible Employees (including all faculty) to complete annual training regarding sexual misconduct definitions and their reporting responsibilities
* Training incoming students on alcohol, consent, and bystander intervention
* Setting other expectations in for appropriate behavior including the IU’s Principles of Ethical Conduct; STU-00, Code of Students Rights Responsibilities and Conduct; ACA-33, Academic Appointee Responsibilities and Conduct; and PS-01, Programs Involving Children.

The above policies apply to both on-campus and off-campus university activities and describe processes for how incident reports are made and how reports received will be resolved.

For \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*grant program or number*), under the guidance of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*PI Name*), in addition to the steps listed above, this plan will involve the following, as described below.

All bulleted sections below should be completed by the PI or a delegate.

* Steps to nurture an inclusive off-campus or off-site working environment, e.g., trainings;

* Processes to establish shared team definitions of roles, responsibilities, and culture, e.g., codes of conduct;
* Field support, e.g., mentor/mentee support mechanisms, regular check-ins, or developmental events;
* Communications within the team and to the organization;

* Any special circumstances, such as involvement of multiple organizations or the presence of third parties in the working environment.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(*PI Name*), agree to disseminate this plan to individuals participating in the off-campus or off-site research for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*grant program or number*) prior to the commencement of the work.

Signature:

Date:

**Note: Documentation of the final plan and distribution to participants should be retained by the PI and their department for audit purposes. Documentation should be retained for 3 years after the end of the NSF award.**