<u>ORSP Policy</u>: Safe and Inclusive Working Environments Plan for Off-Campus or Off-Site Research Policy* (ver. July 2023)

Adopted *July 2023*
Effective date: *August 1, 2023*
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1. Introduction

This policy recognizes that a community effort is essential to eliminate sexual and other forms of harassment in science and to build an inclusive scientific climate where all researchers and participants can learn, grow, and thrive.
The Office of Research and Sponsored Programs (ORSP) at the University of Northern Colorado (UNC) is committed to fostering a safe and inclusive working environment for everyone involved in the research enterprise, regardless of their race, ethnicity, gender, age, sexual orientation, disability, or any other characteristic protected by applicable laws. This policy outlines our commitment to creating a workplace that promotes respect, dignity, fairness, and safety for everyone. This policy applies to all sites—internal and external—at which research/scholarship is conducted.
UNC meets the requirements of federal sponsors, including NSF policy (Chapter XI.A.1.g), to foster safe and harassment-free environments wherever science is conducted by using the policies and procedures outlined below, and as further amplified to cover special circumstances as dictated by the PI in the project-specific information shown in this document. The Authorized Organizational Representative (AOR) must complete a certification that this plan is in place at the time of proposal submission. Plans should be submitted to ORSP and kept on file by the principal investigator to be shared with members of the research/scholarly program at the time of hire and upon request. For NSF submissions, <u>plans should not be included in the proposal unless explicitly required as a supplemental document as part of the funding opportunity announcement.</u>

2. Zero Tolerance for Abuse, Discrimination, and Harassment

2.1 Consequences for violation of this policy are outlined below (*8. Compliance and Accountability*).
2.2 Abuse of any person is strictly prohibited. This includes, but is not limited to, harassment, stalking, bullying, or hazing of any kind, whether the behavior is carried out verbally, physically, electronically or in written form.
2.3 Discrimination: We strictly prohibit any form of discrimination based on race, color, religion, national origin, gender, age, disability, sexual orientation, or any other protected characteristic in all business/managerial decisions including, but not limited to, hiring, promotions, assignments, compensation, and any other employment-related decisions.
2.4. Harassment: We have a zero-tolerance policy towards harassment in any form, including verbal, physical, visual, or written. Harassment based on any

*Off-campus or off-site research is defined as data/information/samples collected off-campus or off-site, such as fieldwork and research activities on vessels and aircraft

protected characteristic is strictly prohibited. Employees are encouraged to report any incidents of harassment promptly, and appropriate action will be taken to address and prevent such behavior. Reporting mechanisms discussed below (*5. Complaints and Reporting Mechanisms).* Conduct that is unwelcome, offensive, indecent, obscene, or disorderly will not be tolerated.

3. Respectful Communication and Behavior

3.1. Communication: We promote open and respectful communication among researchers and participants. All communication channels, including emails, meetings, and interpersonal interactions, should be conducted in a professional and courteous manner, respecting diverse perspectives and opinions.

3.2. Diversity and Inclusion: We value diversity and actively promote an inclusive culture where all researchers and participants feel welcome, respected, and valued. We encourage collaboration and teamwork among researchers and participants from different backgrounds and strive to create opportunities for professional growth and development for everyone.

4. Safety and Well-being

4.1. Occupational Health and Safety: We are committed to providing a safe and healthy working environment for all researchers and participants. We comply with all relevant occupational health and safety laws and regulations. Employees are expected to follow safety protocols, report hazards, and contribute to maintaining a safe workplace. Reporting mechanisms discussed below (*5. Complaints and Reporting Mechanisms*)

4.2. Mental and Emotional Well-being: We recognize the importance of mental and emotional well-being. UNC provides resources and support systems to help employees maintain a healthy work-life balance, manage stress, and seek assistance when needed. Resources for employees and students can be found [here](). Confidentiality and privacy will be respected in such cases.

5. Complaints and Reporting Mechanisms

5.1. All individuals have the right to make a report to the University and to be protected from retaliation for reporting an incident. Reports can be filed through a number of avenues:

- Directly to the supervisor and/or principal investigator
- To the Dean or Associate Dean/Research Liaison in the College
- To the Associate Vice President for Research and Dean of the Graduate School (Dr. Jeri-Anne Lyons, email: jeri.lyons@unco.edu; Phone: 970-351-3616)
- To the Director of Research Compliance
- To Human Resources
- To the Title IX Office
- To the UNC Police Department

5.2. Investigation and Resolution: All reports will be promptly and thoroughly investigated. Appropriate action will be taken to address any substantiated complaints.

6. Professional Development and Education

6.1. All employees are required to complete the Workplace Harassment and Implicit Bias modules available in Cornerstone.

6.2 All undergraduate students, graduate students and post-doctoral fellows involved in research, whether compensated, as part of a class, or as a volunteer, must complete the Workplace Harassment and Implicit Bias modules. Faculty advisors responsible for the supervision of student and post-doctoral researchers should contact Human Resources for student access to training through Canvas.

6.3. Policy Dissemination: This policy will be communicated to all faculty advisors through email, newsletters, and the ORSP website. They will be required to acknowledge their understanding and compliance. Updates or revisions to the policy will be communicated promptly.

7. Non-Retaliation

7.1 We strictly prohibit retaliation against any individual who reports a complaint or participates in an investigation in good faith. Retaliation against complainants, witnesses, or those involved in the investigation may result in disciplinary action.

8. Compliance and Accountability

8.1. All employees, including managers and supervisors, are responsible for upholding and enforcing this policy. Failure to comply with this policy may result in disciplinary action, up to and including termination.

UNC Board of Trustees Policies applicable to this policy include:
- BP 1-1-407 (The Drug and Alcohol Policy)
- BP 1-1-503 (Amorous Relationships)
- BP 1-1-504 (Nepotism)
- BP 1-1-507 (Hazardous Materials)
- BP 1-1-508 (Equal Opportunity including the Non-Discrimination Policy, Sexual Harassment Policy and Non-Retaliation Policy)
- BP 1-1-509 (Safety)

More information on NSF's Safe and Inclusive Working Environments Requirements can be found here: https://beta.nsf.gov/events/safe-inclusive-working-environments-requirements. FAQs on NSF's requirement for Safe and Inclusive Working Environments are included in NSF's PAPPG FAQs: https://www.nsf.gov/bfa/dias/policy/papp/pappg23_1/faqs23_1.pdf