

Clemson University

Plan for Ensuring Safe and Inclusive Working Environments for Off-Campus or Off-Site Research

Clemson University is committed to a policy of equal treatment, opportunity, and respect in its relations with its faculty, administrators, staff, students, and others who come into contact with the University. Every member of the University is prohibited from discriminating on the basis of race, color, religion, sex, sexual orientation, gender, pregnancy (including childbirth, or related medical condition), national origin, age, disability, veteran's status, genetic information or any other personal characteristic protected under applicable federal or state laws; physically assaulting, emotionally abusing, or harassing anyone; and depriving anyone of rights in his or her physical or intellectual property.

Risk Identification

We and our students in teams of at least two persons each trip will be collecting insects in and beside mountain streams in North Carolina and South Carolina for three years. This will entail driving to and from the collection sites, collecting insects and recording environmental conditions at these sites during daylight hours, operating insect-attracting lights beside the streams for up to 2 hours after dark, eating together in local restaurants, and spending nights in local Airbnb's or comparable accommodations, with women and men in separate and secure rooms.

Plan for Minimizing Risk

In general, the PI will establish a culture in the field and laboratory teams of Inclusion and Safety First, including attitudes of respect, appreciation, and celebration of personal differences and of circumspection and continuous alert for potential dangers, with assurance that interruption of a field trip's plans because of threats to inclusiveness or safety will be commended, not punished. Specifically, team leaders will obtain permissions in writing, if possible, from responsible parties before research begins, for access to properties on which the research will occur, with any available local guides, whether the research sites are on private land or in local, state, or federal parks or preserves. In advance of fieldwork, team leaders will discover all relevant laws and ordinances, provide those to team members, and assure their compliance. Also in advance, team member identities that may increase personal risk will be ascertained and team leaders will provide relevant training and counseling, including consideration of cultural norms or a history of safety or harassment incidents at the planned research sites. Team members will each carry emergency contact information (police, ambulance, fire-rescue, roadside assistance) relevant to the research sites of each trip.

University vehicles used for the research trips will be checked for service needs and fuel adequacy before each trip, with remedy provided immediately for any discovered deficiencies. Because some remote research sites may have poor cell telephone service, at least two different telephone service providers will be subscribed by different members of any given field team, if possible. First-aid kits will accompany each field team and team members will each be trained in their use. Each member of a field research team will have current and relevant national, university, or personal medical insurance. Accidents of any kind affecting the health or well-being of any team member will be managed immediately by team members with all appropriate care and efficiency and, if needed, with help from any emergency service in the area; such accidents or appearance of any unanticipated threats to safety and inclusion justify cancelling the remainder of a field trip, seeking immediate shelter, and returning to campus.

Team Training (Required)

Field research teams will undertake the following training modules by remote-access or comparable training:

- [Clemson Standard Code of Conduct \(and your own expectations\)](#)
- [Non-Discrimination and Anti-Harassment Policy](#)
- [Student Code of Conduct](#)
- [Incident Reporting Form](#)
- Bystander Training
- [Whistleblower Policy](#)

Personal Safety

All research personnel will be required to carry personal identification (including information on any relevant allergies or other vulnerabilities and any essential medications) and a list of emergency and reporting contacts. The Principal Investigators and co-investigators will notify and residents, site managers or other authorities in advance of arrival and ensure any required permits have been obtained prior to off-site work. Team members will employ a buddy system, with at least two women in all group activities with female participation and any necessary personal protective equipment will be provided. A minimum of two team members will always be present during the conduct of field research.

Incident Reporting

Should any team member experience harassment, assault or other inappropriate or unsafe behavior, they should contact their supervisor (or the Principal Investigator, if the supervisor is the offending party). The supervisor/PI will follow the steps outline in the appropriate university policy.

Communications

If the project is funded, the processes to establish shared team definitions of roles, responsibilities, and culture will include an initial meeting at or shortly after the projects's starting

date, with follow-up including regular check-ins at team meetings, regular reminders for all team members of appropriate conduct, and regular check-ins while in the field.

The PI and collaborating Co-PIs will provide the following contact information:

- Emergency contact information (local)
- Supervisor contact information
- PI contact information
- To report an injury/safety incident: <https://www.clemson.edu/finance/oes/reportin.html>
- To report a concern (non-emergency):
 - Ethics/Safety Hotline (1-877-503-7283)
 - Graduate School (Misty Stewart, misty4@clemson.edu)
 - Research Integrity (Robin Tyndall, rtyndal@clemson.edu)
 - Title IX Coordinator (864-656-3181)
 - Incident Reporting <https://www.clemson.edu/human-resources/staff-and-faculty-relations/reporting/>
 - Student Accessibility Services (864-656-6848 or studentaccess@lists.clemson.edu)
 - Staff/Student Ombudsman (Tessa Byer, tbyer@clemson.edu)