**Clemson University**

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

It is NSF policy (see Chapter XI.A.1.g.) to foster safe and harassment-free environments wherever science is conducted.  NSF’s policy recognizes that a community effort is essential to eliminate sexual and other forms of harassment in science and to build inclusive scientific climates where people can learn, grow, and thrive.  Accordingly, for each proposal that proposes to conduct research off-campus or off site[[44]](https://beta.nsf.gov/policies/pappg/23-1/ch-2-proposal-preparation" \l "_ftn44" \o "), the AOR must complete a certification[[45]](https://beta.nsf.gov/policies/pappg/23-1/ch-2-proposal-preparation" \l "_ftn45" \o ") that the organization has a plan in place for that proposal that describes how the following types of behavior will be addressed:

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

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**

Before listing the measures, consider potential risks, including but not limited to:

1. Location of work—private property, a park or preserve, international
2. What laws or ordinances should be considered?
3. What identities do members of the research team have that may increase personal risks?
4. What cultural norms of the location should be considered?
5. Is there a contact person available 24/7 at the site?
6. What transportation is available?
7. What is phone service like?
8. If researchers will be housed, what are housing plans?
9. Are you aware of safety or harassment incidents at this location in the past?
10. What could go wrong (equipment failure, encountering authorities/third parties, natural disaster/weather, animal encounters, etc.)?

**Team Training (Required)**

* + [Clemson Standard Code of Conduct](https://www.clemson.edu/administration/bot/Policies/standards_of_ethical_conduct.html) (and your own expectations)
  + [Non-Discrimination and Anti-Harassment Policy](https://www.clemson.edu/campus-life/campus-services/access/anti-harassment-policy.html)
  + [Student Code of Conduct](https://www.clemson.edu/studentaffairs/community-resources/oces/_documents/student_code_of_conduct.pdf)
  + [Incident Reporting Form](https://www.clemson.edu/human-resources/staff-and-faculty-relations/reporting/)
  + Bystander Training
  + [Whistleblower Policy](https://media.clemson.edu/administration/compliance/whistleblowerpolicy.pdf)

**Personal Safety**

Consider the following when planning for enhancing personal safety:

* Carrying identification
* Notifying residents, site manager, authorities in advance of arrival
* Self defense training
* Training on proper use of equipment
* PPE
* Permits
* Training of emergency plan, backup communications
* Evacuation plan
* Buddy system
* Emergency and reporting contacts list on hand

Consider safety in numbers:

* A minimum of three Clemson team members will be present at all times during the conduct of research.
* Two females together in group settings.

**Notice to Hosting Organizations/Third Parties**

The principal investigator will notify the hosting organization(s) of Clemson’s (1) commitment to safe and inclusive working environments, (2) expectation that host organization is similarly committed, and (3) actions that will be taken if reports are made against that organization or individuals employed by that organization.

**Communications**

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, and/or developmental events:

* Kickoff meeting?
* Regular check-ins at team meetings?
* Regular reminders to all team members from PI
* Established check-ins while in the field?

**Incident Reporting**:

Should any team member experience behavior listed in A. or B. above, they should contact their supervisor (or the Principal Investigator, if the supervisor is the offending party). The supervisor/Principal Investigator will follow the steps outlined in the appropriate Clemson University Policy.

**Provide the following contact information:**

Suggest providing in a method that individuals can carry with them.

* 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)
  + Send anonymous text, photos, videos (864-898-6993)
  + Graduate School (Misty Stewart, [misty4@clemson.edu](mailto:misty4@clemson.edu))
  + Research Integrity (Robin Tyndall, [rtyndal@clemson.edu](mailto:rtyndal@clemson.edu))
  + Title IX Coordinator (864-656-3181)
  + Incident Reporting https://www.clemson.edu/human-resources/staff-and-faculty-relations/reporting/
  + Student Accessiblity Services (864-656-6848 or studentaccess@lists.clemson.edu)
  + Staff/Student Ombudsman (Tessa Byer, tbyer@clemson.edu)