

Safe and Inclusive Working Environment Plan for Off-Campus and Off-Site Research

Policy Author:	Person Responsible for Policy Implementation:	Affected Parties or Offices:
Jessica Robertson, Sponsored Programs Officer	Sponsored Programs Officer	All parties conducting off-campus and off-site research
Approval Date:	Effective Date:	Review/Revision Cycle:
6/26/2023	6/29/2023	3 Years

Part I: Policy Text

Table of Contents

N/A

Policy Text

The National Science Foundation (NSF) requires all proposals due on or after January 30, 2023 to certify they have a plan in place for creating and maintaining a [Safe and Inclusive Working Environment for Off-Campus and Off-site Research](#). The purpose of this policy is to help eliminate sexual and other forms of harassment that may occur in a scientific setting. This plan must be disseminated to all members of the research team and the Principal Investigator is expected to make sure all members of the research team receive proper training on the plan. The plan should be updates as new circumstances arise and be submitted to the Sponsored Programs Officer after each update.6/29

All researchers must ensure they comply with Randolph College’s Title IX policies for [faculty](#), [staff](#), and [students](#). The research plan should also ensure it adheres to all other College policies and procedures, federal, state, and local laws. The plan must describe how behavior during the project will be addressed.

Reporting an Incident or Concern

Concerns about harassment or discrimination in an off-campus or off-site research environment should be reported via one of the College’s [established resources](#).

Safe and Inclusive Working Environment Plan Template

To be linked when policy approved.

Part II: Auxiliary Information

Definition of specialized terms and unique usages

N/A

Composition of new committees

N/A

Exceptions to the policy and details of the process for granting exceptions

Exceptions will be reviewed on a case by case basis.

External reporting requirements and timetable for reporting

Researcher will follow all funding agency reporting requirements. This policy will be addresses during the grant proposal phase.

Process for five-year policy review

This policy will be reviewed on a three-year review basis to determine if any revisions are needed.

Safe and Inclusive Working Environment Plan for Off-Campus and Off-Site Research

Please provide the names and titles of the individuals who will be working offsite in performance of this project (Note: if you do not have a named individual for a role, please include the role and TBD. Please update form as soon as the name is received)

Plan

1. Please provide a brief description of the field setting and unique challenges for the team.

2. Please describe how the following behaviors will be addressed for personnel working off-site for any portion of performance of this project: 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

3. Please describe how the following behaviors will be addressed for personnel working off-site for any portion of performance of this project: Conduct that is unwelcome, offensive, indecent, obscene, or disorderly.

4. Identify steps that will be taken to foster an inclusive off-campus or off-site working environment for this project. (This can include, but is not limited to: trainings, processes to establish shared definitions of roles and responsibilities, culture, and regular check-ins)

5. Please describe how you will distribute this plan to all research personnel working on the project along with related resources before the project begins.

6. Describe how communications within the team and with the College be handled, minimizing singular points within the communications pathway.

7. How will any special circumstances such as the involvement of multiple organizations or the presence of third parties in the working environment be taken into account in supporting a safe and inclusive work environment off campus for this project?

8. Please describe the process or method for making incident reports as well as how any reports received will be resolved. (NOTE: Please visit the [Randolph College Title IX page](#) for reporting procedures)

Certification I, _____ (PI Name), agree to disseminate this plan to individuals participating in the off-campus or off-site research prior to commencement of their off-site work.

Signature

Date