Safe & Inclusive Working Environment for Off-site Research

In congruence with NSF guidance, Reed College is committed to creating safe and harassment-free work environments regardless of where research is conducted. College policies, procedures, and project specific plan details are provided below. All individuals must have access to this plan and related documents prior to starting off-site work, and are subject to the policies described independent of work location. Research is defined as data, information, and/or samples being collected off-campus or off-site such as fieldwork and research activities on vessels and aircraft.

Project Title:
Principal Investigator:
Date of Submission:

Off-site location and settings for the project. Off-site locations are areas not on Reed College property.

Describe steps the PI or other leadership will take to foster an inclusive off-site working environment for this project. Steps may include training, development of role definitions, mentee/mentor support mechanisms, check-ins, codes of conduct, or other measures.

Describe third-parties or other organizations that may be present in the off-site working environment. If not applicable, list N/A.

Describe the communication plan while traveling to and working from the off-site location. The plan should address singular points within the communication pathway concerns and communication with present third-parties (if applicable).

Describe how the following behaviors would be addressed, should they occur: 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.

Describe the steps for creating an incident report and how they will be handled.

This plan and all Reed College community members are expected to comply with the following College policies and guidelines:

College Funded Travel Policies
Hazing Policy
Discriminatory Harassment and Sexual Misconduct Policy
Alcohol and Other Drug Policy
Mandatory Child Abuse Reporting Law
Sexual Health, Advocacy, and Relationship Education (SHARE)
Reed College Whistleblower Policy
Responsible Conduct of Research (RCR) for NSF Grants
Notice of Nondiscrimination

Resources for developing your Safe & Inclusive Working Environments for Off-site Research Plan:

- National Science Foundation brief on [Safe & Inclusive Working Environments for Off-campus or Off-site Research](#)
- [NSF Frequently Asked Questions regarding Safe and Inclusive Working Environments](#)
- [University of California Field Operations Safety Manual](#)
- [University of Washington Field Operations Safety Manual](#)