# **Plan to Ensure a Safe and Inclusive Working Environment** Staudhammer Lab

## General UA Guidelines

The University of Alabama (UA) is committed to addressing harassment and fostering a safe and healthy workplace. Policies and expectations apply to all staff, faculty, and students whether on campus research, or engaging in scholarly activities or study at an off-site location. This plan addresses:

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

UA meets these expectations by using the policies and procedures outlined below and as further amplified to cover special circumstances in the information shown in the document.

## Key UA Policies & Procedures for Reporting & Addressing Misconduct

Those working in the Staudhammer lab will be expected to adhere to the code of student conduct, code of ethical conduct, and standards set forth in the faculty and staff handbooks. All UA staff, faculty, and student workers are required by University policy to complete the [Equal Opportunity, Sexual Misconduct, and Title IX](https://uact.ua.edu/information/titleix) course. In addition, UA has a policy system designed to enforce the expectations for a safe and healthy work environment. The following is a list of applicable Administrative (Institutional) policies. Note that the hyperlinks are publicly accessible and easy to view.

* [Capstone Code of Conduct](https://secure2.compliancebridge.com/uat/public/getdocUA.php?file=19)
* [Capstone Creed](https://secure2.compliancebridge.com/uat/public/getdocUA.php?file=19#Creed)
* [Sexual Misconduct Policy](https://titleix.ua.edu/policies/sexual-misconduct-policy-2/)
* [Harassment Policy](https://titleix.ua.edu/policies/harassment-policy/)
* [Alarming or Threatening Behavior Policy](https://uact.ua.edu/information/threatening-behavior)
* [Consensual Relationship Policy](https://titleix.ua.edu/policies/consensual-relationship-policy/)
* [Code of Student Conduct](https://titleix.ua.edu/policies/code-of-student-conduct/)
* [Faculty Handbook](https://titleix.ua.edu/policies/faculty-handbook/)
* [Staff Handbook](https://titleix.ua.edu/policies/staff-handbook/)
* [Code of Ethical Conduct](https://compliance.ua.edu/code-of-ethical-conduct/)
* [Reporting Violations](https://titleix.ua.edu/reporting/)
* [Reporting Protection Against Retaliation](https://titleix.ua.edu/reporting/protections/)
* [Hazing](https://uact.ua.edu/information/hazing)
* [Equal Opportunity & Title IX Program & Resources](https://titleix.ua.edu/about/coordinator/)
* [Research Misconduct](https://research.ua.edu/compliance/scientific-misconduct/)
* [Crime or Emergency](https://police.ua.edu)

## Steps to Nurture Inclusive Off-Campus Working Environment

Our lab projects include off-campus/off-site research, and we will expect all participants to adhere to UA’s general policies and procedures during off-site work. Below we lay out a plan to ensure an inclusive and safe workplace at all off-site locations. This plan is based on the American Geophysical Union (AGU) Ethics, Diversity, & Inclusion Field Guide published in 2019, and follows guidelines based on AdvanceGEO recommendations for safe field work practices. To ensure an inclusive off-campus working environment, our lab’s faculty, students, and other participants will:

1. **Provide a compiled list of materials for the students, faculty, and other staff to educate themselves on and challenge implicit biases that may be impacting the workplace, and develop clear codes of conduct for conducting off-site research (see below)**. We have provided diversity, equity, and inclusion (DEI) resources for our lab. We will also provide the list of reporting resources before any lab member who partakes in on-campus or off-site work. We will establish these codes and project “norms” early and reinforce them continuously, by revisiting documents and restating expectations regularly.

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| **Expected Conduct** | **Unacceptable Conduct** |
| * Act ethically and with integrity * Be fair and respectful of others * Promote a “call in, call out” culture, avoiding overt and covert discrimination and microaggressions * Protect, preserve, and responsibly use project resources and property * Ethically conduct research, teaching, and community engagement * Promote physical and mental health and safety | * Sexual harassment, assault, stalking, violence * Discrimination or bullying * Retaliation * Illegal use of weapons, drugs, and alcohol * Unethical research or dishonesty * Misuse of facilities, equipment, and services * Violation of university rules or local, state, or federal laws. |

1. **Recognize, challenge, and report statements, constructs, and actions inside and outside of our project that are demeaning, devaluing, and degrading.** We aim to give everyone a voice during off-site preparations and work, and will adopt an inclusive leadership style that will foster mutual respect as a core cultural value of the team. To be responsive to misconduct issues, even suspected ones, we will develop an anonymous form to report project conflict, harassment, or discrimination within the project, and make all participants aware of all misconduct reporting policies and procedures. We will conduct online or in-person project meetings and communications based on a rigorous code of conduct (e.g., [AGU Meeting Code of Conduct & Ethics Policy](https://www.agu.org/Plan-for-a-Meeting/AGUMeetings/Meetings-Resources/Meetings-code-of-conduct)), with clear guidelines for unacceptable behavior. If any misconduct is reported, anonymously or not, we will immediately adhere to UA’s guidelines and policies for addressing these concerns.
2. **Develop and provide site-specific field safety guides that identify main hazards, emergency protocols, and field communication plans.** We base our field safety guides on the successful AIMS project (Shogren Lab), which has already prepared field safety guides specific to the Southeastern US, and proactively prepares participant expectations about field conditions. These field safety documents will be available to any off-campus project participant in each field vehicle, and will include information such as: (1) site access (e.g., coordinates, whether or not cell service is available), (2) a field communication plan (e.g., reporting times expected back), (3) key points of contact, (4) health and safety concerns (e.g., snakes, insects, climate, vehicle concerns) with general first-aid guidelines for these risks, (5) nearby towns and hospital information, and (6) accident reporting. Our field safety plans will also include site-specific information such as listing site-appropriate field clothing and gear, hunting season information, and weather concerns (e.g., tornadoes, thunderstorms).

## Steps for Team Communication

***General Communication***

All lab members will be expected to follow the code of conduct, which is based on the [AGU Meeting Code of Conduct & Ethics Policy](https://www.agu.org/Plan-for-a-Meeting/AGUMeetings/Meetings-Resources/Meetings-code-of-conduct), whether during in-person, online, or off-campus communication.

***Online & In-Person Project Meetings***

Our team will communicate via regular in-person, virtual, and hybrid team meetings, or via regular online communication (e.g., email or Slack project workspace). Meeting facilitators and participants will be expected to adhere to the AGU Best Practices guidelines for hosting and attending meetings, which includes:

1. Treat all others with respect.
2. Schedule any meetings by considering time-zones of all participants, and share the meeting agenda with the meeting objectives
3. Make sure all participants know who is attending the meeting
4. Alert participants if any portion of a meeting is benign recorded
5. Identify a meeting facilitator, to ensure all voices are being heard
6. Avoid allowing one of two people to dominate the discussion - give everyone the chance to participate.
7. Recognize and avoid unconscious bias
8. Ensure that any action items from meeting or communication are captured and clearly communicated via project communication channels (e.g., Slack)

## Steps for Handling Off-Site Circumstances

Lab members may have regular off-site activities. For life threatening emergencies, call 911. For non-life threatening personal safety violations or unlawful activity, first find a safe space. Incidents which occur during immersive experiences (e.g., field site visits in and around Tuscaloosa, AL) should be immediately reported to the lab members onsite, or via telephone to Dr. Staudhammer, who will follow UA reporting guidelines (see Procedures for Reporting, below).

Regardless of off-site location, incidents should be reported to the Dr. Staudhammer as soon as possible. Project cooperators who engage in any unsafe or harassing behaviors will be immediately reported and removed from project activities. Project participants will be guided toward appropriate resources post-incident to repair and strengthen the project’s diverse, equitable, and inclusive culture. Re-training will also be offered to individuals who perpetrate these behaviors.

## Procedure for Reporting Misbehavior & Making Incident Reports

1. If the situation is an emergency or you or someone you know needs immediate assistance, please contact The University of Alabama Police Department at 205-348-5454.
2. Contact Dr. Staudhammer, who will provide guidance and support for using the UAct Reporting Channels (see #3).
3. Report to one of the UA central offices that addresses concerns of misconduct. The UAct Reporting Channels and Resources for employees and campus visitors related to discrimination, harassment, dating or domestic violence, sexual assault, sexual violence, stalking, and retaliation (see list [here](https://uact.ua.edu/files/2019_UAct_Chart_V.10.24.19.pdf)). Reports may also be made to UAct by phone (205-348-5454) or via a reporting form [online](https://uact.ua.edu).
4. For DEI-related incidents, contact the hate and bias hotline (205-348-BIAS (2427)), or use the [hate and bias reporting form](http://uasystem.edu/hotline/). For incidents of sexual misconduct, contact the UA [Title IX office](https://titleix.ua.edu/).