



Safe and Inclusive Working Environment Plan

Instructions

[new PAPPG](#) (Proposal & Award Policies & Procedures Guide), effective for proposals with off-campus or off-site work due on or after January 30, 2023, requires

- [Harassment Policy for Faculty](#)); and
3. [SGBM Staff Policy and Procedures](#) (which includes [Title IX Policy for Staff](#) and [Anti-Harassment Policy for Staff](#)).

For any offsite or field work on a proposed NSF project, the Principal Investigator (PI)/Project team must establish a plan for that proposal that describes how the following types of behavior will be addressed:

- a. 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
- b. Conduct that is unwelcome, offensive, indecent, obscene, or disorderly; AND
- c. Identify steps the proposing principal investigator(s)/project

Offsite Project Members

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 the proposing principal investigator(s)/project team will take to nurture an inclusive off-campus or off-site working environment **for this project**. (NSF examples include: trainings, processes to establish shared definitions of roles and responsibilities, culture, codes of conduct, field support, mentor/mentee support mechanisms, 0912 tlg9(o.43 5 nBTa)8(,)5()5(m

6. How will communications within the team and to the school/college(s) or the institution(s) be handled, minimizing singular points within the communications pathway (e.g., a single person overseeing access to a single satellite phone).

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.

9. 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