Preamble

The Pacific Islands Ocean Observing System strives to create a supportive, enjoyable, and productive working and learning environment. Every member of our community should enjoy being a part of, feel vested in contributing to, and be supported in the variety of endeavors they pursue. Excellence in research, education, professional pursuits, and service are all fostered by effective and supportive relationships among all members, free of discrimination, harassment, and intimidation. Members of our community should be welcomed regardless of sex, gender, gender identity and expression, age, ethnicity, race, national origin, ancestry, cultural heritage, citizenship, marital status, breastfeeding, socio-economic status, arrest or court status (except as permissible under State law), veteran status, sexual orientation, spiritual practices, (dis)abilities, and any other human condition.

With this in mind, this Code is a shared statement of commitment to upholding the ethical, professional, and legal standards that serve as a basis for our daily activities and long-term goals. We must all be aware of and comply with the relevant laws, policies, and regulations that govern our work. We are each individually responsible for our own actions, and as members of PacIOOS and the University, are collectively responsible for upholding these standards of behavior and compliance with relevant policies, laws, and regulations.

Further, we strive to facilitate an inclusive and equitable atmosphere where each member of our community can contribute to operations, scientific research and education. This pertains to the classroom, field, office and laboratory space, and all other environments where PacIOOS conducts its work. We recognize an inclusive atmosphere as one that is sensitive to differences in cultural and socio-economic backgrounds, and which continually works to understand not only the natural world around us, but each other's relationship to it. We believe that the diversity in our perspectives add value to our work and place us at different points on our individual paths toward understanding. To this end, each member of PacIOOS should be mindful of differences in behaviors and communication styles, approaches to learning and pedagogy, and structural imbalances; and should never exploit these imbalances or leverage these differences against another.

All members are expected to uphold the Code and contribute to an environment that is:

- **Ethical**: Honesty, integrity, and impartiality should be practiced in all personal and professional interactions. Each member of PacIOOS is expected to practice ethical behavior and scientific integrity at all times. This includes, but is not limited to, research and publication practices, laboratory and field work and research, email, office exchanges, and classroom policies.

- **Professional**: Each member of PacIOOS should conduct themselves in a professional manner by treating everyone with respect. This includes refraining from using profanity; denigrating remarks; using homophobic, transphobic, racial epithets, or hate-speech of
any kind; or contributing to an uncomfortable working environment through sexually explicit remarks or actions.

- **Inclusive**: Establish an environment that is welcoming by encouraging open and honest dialogue. Be proactive in learning about culturally sensitive issues, particularly with regard to Hawaiian and Pacific Island culture. When critiques are necessary, provide constructive feedback in a timely fashion.

- **Transparent**: To empower each member of our community to be proactive in their personal professional goals and continued learning, members of PacIOOS should continually work to create transparency around policies and procedures in their labs, offices, and classrooms. This applies to grading and classroom practices, hiring and promotion processes, professional development opportunities, and funding/resource allocation and procedures.

### Conducting Research in Hawai‘i

The overarching role of the University and PacIOOS is to serve the State of Hawai‘i and the U.S. Pacific Islands, respectively. Positive public perception and relationship-building are critical both in strengthening effectiveness in this role, as well as in fostering lasting public support of research in the Pacific Islands. The following are basic guidelines to promote this effort.

- **Respect and engage the community**. Building and nurturing relationships is critically important to conducting research and ocean observing in the region. Introduce yourself, be forthcoming about the goals and procedures of your work, and consider how your research/efforts may positively or negatively impact the community. Invest in the long term: practice open and consistent communication with the community throughout the entire research process, including sharing the results and future plans.

- **Respect the land**. Always request permission for land access and sample collection. Respect the decision, even if permission is denied. Before collecting a sample, pause and consider the value of the sample to the place as well as to people who may come after you.

- **Respect the language**. Use the local language as much as possible and place names properly and consistently. In written work, use proper diacritical marks (i.e., kahakō and ʻokina) appropriately.

See the following resources:
- [Kūlana Noi‘i](#): culturally-relevant standards for community-based research in Hawai‘i
- [Wehewehe](#): Hawaiian-English dictionary
- [Ulukau](#): Hawaiian place names
- [Papakilo Database](#): place names, genealogy, and Hawaiian newspapers
Conducting Fieldwork with PacIOOS

Fieldwork is an integral part of the research and ocean observing conducted by PacIOOS and may present participating personnel with issues not normally encountered during their regular activities on campus. The rigors of fieldwork, including travelling and working and residing with colleagues in close proximity away from home, often combined with long working hours, intense subject matter and potentially physically dangerous activities, can be stressful and uncomfortable, and the familiar support systems and resources of the University of Hawai‘i may not be immediately available.

All fieldwork participants – students, faculty, staff, ship crew, etc. – have the right to a safe, non-threatening work and living environment and are expected to adhere to the same professional behavior guidelines as if working on campus; those same guidelines also apply to telephone conversations and electronic communications such as email and social media.

All participants of PacIOOS sanctioned fieldwork are representatives of the institution and must be committed to maintaining the safety and dignity of others, including those who are not involved with fieldwork or the institution; all participants must adhere to UH conduct guidelines for the workplace and are responsible and accountable for their own actions. Fieldwork participants found to be engaging in problematic behavior may face appropriate corrective actions such as removal from the field party.

Some examples of problematic behaviors include, but are not limited to, threatening or intimidating language, unwanted physical contact, uneven distribution of field duties, unequal access to data or research opportunities, retaliation for reporting of problematic behaviors, and discrimination of any kind.

Reporting misconduct during fieldwork

Problematic behaviors that compromise the safety or dignity of others cannot be tolerated and must be addressed with the designated field party leader(s), e.g., Chief Scientist or field supervisor. Larger parties should also have a designated second-in-command; on a ship, the Captain is the ultimate field supervisor and should always be informed of any and all problematic behavior. If an individual feels that it is not appropriate to address experienced or observed problematic behavior with the field leader(s), or if they are not satisfied with the resulting actions of the field party leader(s), they will need to contact their home institution supervisors and systems, such as their project PI, PacIOOS director, Title IX representative, and the other appropriate conflict resolution resources available to students, faculty, and staff.

Conduct of Advisors and Trainees

The relationship between an advisor and a trainee carries extra demands for ethical behavior. Such relationships include those between faculty advisors/PacIOOS staff and student or postdoctoral trainees, as well as other mentoring relationships such as graduate students
mentoring undergraduates. Effective and productive relationships start with trust, courtesy, two-way communications, and shared expectations. Graduate faculty are expected to follow the Graduate Faculty Standards and Responsibilities, and students are expected to follow the Student Code of Conduct. Beyond these expectations, the following recommendations will promote ethical and successful outcomes:

- Mutually set clear expectations and timelines, schedule and honor regular meeting times, provide timely feedback (e.g., papers, reports, proposals, and theses).
- Establish and protect advisees agreed-upon roles in a project, rights to data use, and the appropriate level of authorship in presentations and publications.
- Advisors should be mindful of, and not exploit, the power imbalance between advisors and trainees.
- Trainees should be proactive in communicating with their advisors about career goals, and engaging in opportunities for their education and professional development.

UHM Misconduct Policies, and Procedures for Resolving Conflicts or Reporting Violations

Employees and students at the University of Hawai‘i at Mānoa (UHM) are governed by a set of policies and procedures that define unacceptable conduct, how incidents of misconduct should be reported, and how conflicts should be resolved. These include policies pertaining to workplace violence, sex discrimination and gender-based violence, equal employment opportunity and affirmative action, student conduct, research and scholarly misconduct, academic grievances arising between students and instructors, and graduate student grievances arising between graduate students and graduate faculty. Below these policies and procedures are summarized, in order to clarify what is considered unacceptable conduct and provide guidance on how individuals should address behavior that may violate these policies.

General Grievances through the EEO/AA Office

Employees of, and applicants to UH are protected under Federal law from discrimination on the basis of: race, color, religion, sex, national origin, disability, and genetics. Further, the State of Hawai‘i protects against discrimination based on sexual orientation or gender identity. The Equal Employment Opportunity and Affirmative Action (EEO/AA) Office promotes the University’s commitment to diversity for Employees of the Mānoa Campus and System Offices. Allegations of discrimination for UH employees, faculty, and students can be further handled through the Equal Employment Opportunity and Affirmative Action Office. The general procedures are outlined below.

Please Note: EEO does not have system wide jurisdiction. Contact information for each campus is listed on their website (https://www.hawaii.edu/offices/eeo/eeo-coordinators/).
How complaints should be handled:

Informal Complaint:
A resolution at the PacIOOS level is encouraged but not required (as outlined in the academic and student grievance sections). If the circumstances of the complaint prevent the student or employee from discussing the matter with the other party or at the PacIOOS level, the Complainant may contact the Complaint Officer for assistance. The Complaint Officer will attempt to resolve the matter informally. Additionally, an Alternative Dispute Resolution (ADR) can be utilized for informal complaint resolution if both the Complainant and Respondent agree.

Formal Complaint:
A complaint must be made in writing, within 180 days of the (most recent) incident, and must include the name of the Respondent, and describe the complaint. An Investigating Officer will be assigned for fact finding and will provide a written summary of the complaint to the Respondent within 10 days of receiving the complaint.

Complete information including definitions, rebuttals, forms, and timelines can be found here: https://www.hawaii.edu/offices/eeo/complaint-procedures/
RCUH employees should refer to RCUH EEO policies and procedures: https://www.rcuh.com/3-000/3-100/3-110/

Workplace Non-Violence

The University of Hawai‘i prohibits any work related or workplace violence against its students, faculty, staff, visitors and contract employees which materially and substantially interferes with an individual’s work, academic performance, and/or workplace safety and/or otherwise subjectively and objectively creates a hostile environment. Such prohibited violent acts may involve physical attack, property damage, as well as written or verbal statements or non-verbal gestures that, to a reasonable person, express or suggest the intent to cause physical or mental harm to another person.

All administrators, faculty, staff, contract employees and students are responsible for maintaining a university campus environment that ensures that all members are treated with civility and respect to fulfill the University’s missions and goals. The University fully supports the efforts of the State of Hawai‘i and is committed to a workplace free of violence.

The University of Hawai‘i system prohibits and will not tolerate retaliation. Retaliation is defined as adverse actions that would dissuade a reasonable person from making or supporting a charge of workplace violence or hostile treatment against any individual.

Further documentation:

- http://www0.hawaii.edu/policy/?action=viewPolicy&policySection=ep&policyChapter=9&policyNumber=210
Title IX

Title IX covers any form of sex discrimination; sexual harassment, including the conditional provision of an aid, benefit or services on an individual’s participation in unwelcome sexual conduct, or unwelcome conduct determined by a reasonable person, to be so severe and pervasive and objectively offensive, that it effectively denies a person equal access to the University; and gender-based violence, such as gender-based harassment, including harassment based on actual or perceived sex, gender, sexual orientation, gender identity, or gender expression; sexual exploitation; sexual assault; domestic violence; dating violence; and stalking.

Further documentation:
- Title IX and the Office of Institutional Equity (OIE): https://www.hawaii.edu/titleix/
- Title IX coordinators: https://www.hawaii.edu/titleix/help/coordinator/
- Confidential resources: https://www.hawaii.edu/titleix/help/confidential/
- Community resources: https://www.hawaii.edu/titleix/help/community-resources/

To report a sex discrimination or gender-based violence related incidence:
- https://report.system.hawaii.edu/student
- You have the option to log in to the portal using your UH name but that is not anonymous, or you can continue to the report without logging in and remain anonymous. This latter option can also be used if you do not have a UH username.

RCUH employees should refer to RCUH Sexual Harassment policies and procedures: https://www.rcuh.com/3-000/3-100/3-120/

Systemwide Student Conduct Code

The policies set forth in this code are intended to serve primarily as an extension of UH’s educational mission -- to guide students in their growth as members of the UH and broader communities. Choosing to join the UH community obligates each student to abide by this code of conduct. As members of the UH community, students accept the responsibility to become fully acquainted with UH’s rules and to comply with UH’s authority. UH expects students to maintain standards of personal integrity that are in harmony with the educational goals of UH; to respect the rights, privileges, and property of others; and to observe national, state, and local laws and University policies and procedures. The UH Student Conduct Code applies at all locations of UH, including any affiliated residence hall.

Further documentation:
- https://www.hawaii.edu/policy/?action=viewPolicy&policySection=ep&policyChapter=7&policyNumber=208

Research and Scholarly Misconduct

Misconduct under this category includes: fabrication of data or results and recording or reporting them; falsification of research materials, equipment or processes, or changing or omitting data that means that the research record is not accurately represented; plagiarism in appropriating
someone else’s ideas, processes, results or words without giving appropriate credit; the misappropriation of funds, where funds are used that violate the terms of a grant or regulations and policies; inappropriate behavior regarding accusations of misconduct in bad faith, withholding or destroying information relevant to a claim of misconduct, reckless or false testimony to an Ethics Committee or Review Panel member, and retaliation against persons involved in an investigation; and the misrepresentation of qualifications, experience or research accomplishments to advance a research program, to obtain external funding or for other professional advancements.

An observed, suspected or apparent misconduct should be reported to the Research Integrity Officer (RIO) from the Office of Research Integrity (ORI), to a member of the University administration or to members of the Ethics Committee (also part of ORI). If an individual is unsure whether the suspected incident meets the definition of research misconduct, they may meet with or contact the RIO to discuss the situation informally, which may include discussing it anonymously and/or hypothetically.

The RIO shall protect the identity of the respondents, complainants, informants and witnesses. Any alleged or apparent retaliation against complainants, informants, witnesses or committee members should be reported immediately to the RIO, who shall review the matter, and take all reasonable and practical efforts to counter this as necessary. The RIO and other institutional officers shall also make all reasonable and practical efforts to protect or restore the reputation of the person accused if no finding of research misconduct is made.

Further documentation:

- The full relevant policy can be found on [https://www.hawaii.edu/policy/?action=viewPolicy&policySection=ep&policyChapter=12&policyNumber=211](https://www.hawaii.edu/policy/?action=viewPolicy&policySection=ep&policyChapter=12&policyNumber=211) or search EP12.211 on [https://www.hawaii.edu/policy/](https://www.hawaii.edu/policy/)

To report a suspected research misconduct:

- Reports must contain enough information to be considered specific and credible. Report what you know, but do not investigate yourself. Report should include: name of respondent(s), name of whistle-blowers(s) (if wish to be identified), names of witnesses, description of misconduct, when misconduct occurred, supporting documentation, grand number or title (if known), funding source (if known).
- See more at: [https://researchcompliance.hawaii.edu/programs/research-integrity/report-research-misconduct/](https://researchcompliance.hawaii.edu/programs/research-integrity/report-research-misconduct/)

**Academic Grievances**

It is the policy of the UHM, that faculty and students of UHM be provided consistent and equitable treatment in resolving disputes arising from the academic relationship between faculty and student(s). The applicability of this policy is limited to those issues directly associated and concomitant with the faculty member’s responsibilities as a teacher and the student’s responsibilities as a learner. For matters involving alleged academic dishonesty the Student Conduct Code should be consulted.
Misconduct includes failure of faculty to meet the responsibilities stated in the linked document, for example:
- To provide students equitable and unbiased treatment in an educational climate free from harassment and discrimination.
- To provide students with sufficient and timely information, in writing, on the standards they are expected to meet and the procedures used to evaluate their achievements in their academic program.
- To provide students timely evaluation in a fair, objective, and consistent manner.

Further documentation:
- Academic Grievance Procedures:
  [http://studentaffairs.manoa.hawaii.edu/policies/academic_grievance/](http://studentaffairs.manoa.hawaii.edu/policies/academic_grievance/)

How grievances should be addressed:

Attempt an informal resolution with the faculty member. The student may wish to consult, in this order, the PacIOOS director, their Department Chairperson or Graduate Faculty Chairperson, the Office of Judicial Affairs, and/or the Dean of Students.

If an informal resolution is not satisfactory, the student should prepare a formal complaint in writing, indicate the facts, specific violations, and the remedy sought. The complaint is presented to the PacIOOS director, the Department or Graduate Faculty Chair, as appropriate. Details of the process to be followed by the chair are in the linked document. Failing a satisfactory resolution, the grievance can be appealed to the Office of Judicial Affairs, to be addressed by the Academic Grievance Committee.

**Graduate Student Grievances**

These policies and procedures apply to grievance situations unique to graduate students, between the student and their program. Such grievances may involve:

- specific graduate program requirements (including adequate academic progress),
- qualifying and comprehensive exams,
- formation and composition of the thesis or dissertation committee,
- final defense of the thesis or dissertation,
- infringement of intellectual property.

Misconduct covered by this policy includes failure to fulfill graduate faculty responsibilities, including but not limited to:

- Accessible to all students under their guidance
- Be candid and fair in their relations with students and avoiding demeaning conduct
- Avoid an abuse of power
- Adhere to academic senate and grad division policies concerning co-authorship
- Provide an educational climate free from discrimination or harassment

Further documentation:
- Graduate Student Grievances guide - https://manoa.hawaii.edu/graduate/graduate-student-grievances/
- Graduate Faculty Standards and Responsibilities - https://manoa.hawaii.edu/graduate/standards-responsibilities/

How grievances should be addressed:

First make a good faith effort at informal conflict resolution, using available campus resources.

The graduate student shall attempt, insofar as possible, to resolve the problem with the faculty member(s) involved. In the attempt to resolve the matter with the faculty member, the student may wish to consult, in the following suggested order: 1) the PacIOOS director, 2) their Graduate Chair; 2) their Department Chair; 3) the Dean or Associate Dean of the Academic Unit in which the graduate student is enrolled; and/or 4) the Dean or Associate Dean of Graduate Division. In addition, any combination of the above may be approached to assist in an informal resolution.

During the informal stage of conflict resolution, the Graduate Dean and the Associate Graduate Dean provide counseling and guidance, and assist with informal resolution of the conflict. However, once a formal grievance is filed, the Graduate Division becomes the official arbitrator and must remain impartial to all parties involved in the conflict.

The GSO Executive Council supports graduate students during both the stages of informal conflict resolution and formal grievance.

For issues pertaining to discrimination contact EEO/AA, sexual harassment or assault contact Office of Title IX.

Formal grievance: If informal resolution is not satisfactory, one can file a written grievance with the Graduate Chair (see link above for the process). If this is not deemed satisfactory then one can appeal to the Dean of the academic unit followed by the Graduate Dean, who will form a Graduate Grievance Committee.
## Contact information for reporting misconduct

<table>
<thead>
<tr>
<th>Issue</th>
<th>Office</th>
<th>Phone</th>
<th>Email / Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workplace Violence</td>
<td>Human Resources</td>
<td>(808) 956-8458</td>
<td><a href="#">OHR website</a></td>
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<tr>
<td>Workplace Violence</td>
<td>Office of the Vice President for Administration</td>
<td>(808) 956-6405</td>
<td><a href="#">vpadmin@hawaii.edu</a></td>
</tr>
<tr>
<td>Title IX</td>
<td>Office of Institutional Equity (OIE)</td>
<td>(808) 956-8629</td>
<td><a href="#">equity@hawaii.edu</a></td>
</tr>
<tr>
<td>Student Misconduct</td>
<td>Office of the Associate Vice President for Student Affairs</td>
<td>(808) 956-8753</td>
<td><a href="#">avpsa@hawaii.edu</a></td>
</tr>
<tr>
<td>Research Misconduct</td>
<td>Office of the Vice President for Research and Innovation</td>
<td>(808) 956-5006</td>
<td><a href="#">uhovpri@hawaii.edu</a></td>
</tr>
<tr>
<td>Research Misconduct</td>
<td>UH Research Integrity Officer: Victoria Rivera</td>
<td></td>
<td><a href="#">uhrio@hawaii.edu</a></td>
</tr>
<tr>
<td>Academic Grievances</td>
<td>Office of Judicial Affairs</td>
<td>(808) 956-2537</td>
<td><a href="#">oja@hawaii.edu</a></td>
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<tr>
<td>Academic Grievances</td>
<td>Dean of Students</td>
<td>(808) 956-3290</td>
<td><a href="#">vcs@hawaii.edu</a></td>
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<tr>
<td>Graduate Student Grievances</td>
<td>Office of the Dean of Graduate Division</td>
<td>(808) 956-7541</td>
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<tr>
<td>Graduate Student Grievances</td>
<td>Office of the Associate Dean of Graduate Division</td>
<td>(808) 956-8950</td>
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<tr>
<td>Graduate Student Grievances (Support)</td>
<td>Graduate Student Organization (GSO) Executive Council</td>
<td>GSO Executive Council Members</td>
<td></td>
</tr>
<tr>
<td>Harassment and Discrimination (Each Campus)</td>
<td>Equal Opportunity Office / Affirmative Action (EEO/AA)</td>
<td>EEO/AA Campus coordinators</td>
<td></td>
</tr>
<tr>
<td>Harassment and Discrimination (Manoa Campus)</td>
<td>Equal Opportunity Office / Affirmative Action (EEO/AA)</td>
<td>(808) 956-7077 <a href="mailto:eeo@hawaii.edu">eeo@hawaii.edu</a></td>
<td></td>
</tr>
<tr>
<td>Harassment and Discrimination (Manoa Students)</td>
<td>EEO Coordinator for Students: Lori Ideta</td>
<td>(808) 956-3290 <a href="mailto:vcs@hawaii.edu">vcs@hawaii.edu</a></td>
<td></td>
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<tr>
<td>Kokua Program/ADA compliance</td>
<td>EEO Coordinator for ADA: Mark Au</td>
<td>(808) 956-7077</td>
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**Travel Safety**

Through the PacIOOS POD discussion, PacIOOS has committed to the following:

1. Designating local contacts in each of the places that PacIOOS personnel travel.
   a. China
   b. American Samoa
   c. Palau
   d. Guam
   e. CNMI- Saipan; Tinian
   f. FSM- Pohnpei; Chuuk; Kosrae; Yap
   g. Marshall Islands- Majuro; Jaluit
h. Fiji
i. Noumea
j. Australia
k. Hawaiian Islands
l. Washington, D.C.
m. New Orleans
n. San Diego, CA
o. Other locations on the mainland U.S. (case-by-case)

2. Creating a space for travelers to speak with their supervisor and designated local contact before the travel begins. This will allow for the opportunity to identify, discuss, and address potential travel concerns.

3. Facilitating a meeting between the PacIOOS traveler and local contact during the journey.

4. The PacIOOS operations coordinator is developing PacIOOS travel first aid kits to be available to each PacIOOS member having to travel.