Draft Safety Plan
University of Michigan, Department of Climate and Space Sciences and Engineering

Preamble
Everyone deserves to be safe when conducting their work within or in connection with the Department of Climate and Space Sciences and Engineering (CLaSP) at the University of Michigan (U-M). Prejudice exists against certain groups of people within society, however, and not everyone feels safe all of the time, especially in certain situations and environments. This includes bias due to race, ethnicity, job title or level, age, disability, sexual orientation, gender identity, gender expression, or religion. We acknowledge that people can feel uncomfortable, even to the point of feeling or being threatened, by colleagues at their work site. This risk could be with respect to others within your own work group or when working or traveling alone, with respect to those outside of your work group. We acknowledge that this is an additional burden on the individuals in certain demographic groups, but the solution can -- and should -- involve all of us.

This document lists practices that maximize workplace safety with respect to identity prejudice. This safety plan includes work conducted within and around the Climate and Space Research Building as well as off-site work, such as at a field site, a conference, or visiting another institution.

Much of this material comes from this report on workplace safety, but is specific to CLaSP at U-M.

Advice for Individuals

- Talk with your supervisor and colleagues about potential risks regarding identity prejudice.
- If you ever feel unsafe, then please contact your supervisor. If that person is the problem, then contact the department chair or CoE leadership.
- Take advantage of training opportunities offered across the University of Michigan regarding awareness of identity prejudice, bystander intervention, and proper safety procedures.
- Get to know your colleagues; prejudice is reduced by familiarity.
- When working at a field site, find out to whom problems should be reported, carry credentials, and travel with another person whenever possible.
- When traveling, review local laws, regulations, and customs to understand potential risks.
- When identity prejudice risks or incidents arise, document the events. Include others in collecting and maintaining this documentation.

Advice for Supervisors
- Take advantage of training opportunities offered across the University of Michigan regarding awareness of identity prejudice, bystander intervention, and proper safety procedures.
- Learn about the potential risks of identity prejudice for those within your group. Do not ask them to explain it to you or recap traumatic events, but conduct this self-education through other resources.
- Have a conversation with your group about identity prejudice and discuss ways to minimize risk.
- Regularly indicate that you are willing to talk privately with group members about identity prejudice and associated risks or incidents.
- When having private conversations with group members about identity prejudice issues, validate their concerns and seek ways to address them, including modifying the workplace environment, the cultural norms, and perhaps the scope of work for that person.
- Prior to a group member’s work at a field site or travel to a conference, understand the risk management procedure at that site or location and identify resources available in that local area for mitigating risks and investigating incidents. Convey this information to all travelers within the group and discuss potential risks and possible mitigation plans.
- If regularly visiting the same field site or conference location, then create a risk management plan for those traveling to that location (a written document containing the information from the bullet point above).
- Provide credentials for group members working at field sites that identifies them with CLaSP and U-M, along with their research purpose for working in the area.

**Advice for the Department**

- Periodically review and update this document. This should be the work of the JEDI committee with approval of the Executive Committee, students via the Graduate/Undergraduate Student Organization (GUSTO), and staff.
- Promote -- via the departmental website, newsletter, and social media accounts -- the existence of this document and CLaSP’s commitment to eliminate identity prejudice.
- Conduct occasional training sessions led by the department’s Safety Committee for faculty, staff, and students regarding the procedures detailed in this document. Promote additional training opportunities that address identity prejudice that are available across the University of Michigan.
- The various responsible committees and individuals should regularly review all other departmental practices and procedures with respect to identity prejudice and embed anti-prejudicial processes within departmental policies and decisions.
- This policy review should be conducted by each CLaSP committee, with each committee appointing a member to advocate for issues of justice, equity, diversity, and inclusivity within that committee’s scope of work.
- Solicit regular, anonymous feedback on climate and cultural-safety issues, either general concerns or specific incidents.
- Collect information about regularly-visited field sites or conference locations for sharing between groups. This should be led by the department’s Safety Committee.
● Develop risk management plans for the most commonly visited field sites and conference locations, and develop a general Best Practices Guide for identity prejudice safety on campus, on domestic travel, and on international travel. This should be led by the department’s Safety Committee.

● Regularly offer to provide an official letter of support for researchers on travel, with contact information, as an additional credential, especially for at-risk community members.

Draft Code of conduct

Our Pledge

CLaSP is committed to providing a safe, productive, and welcoming environment for all students, staff, faculty, and visitors, no matter what role they play or their background. This includes respectful treatment of everyone regardless of gender, gender identity or expression, sexual orientation, disability, physical appearance, age, body size, race, religion, national origin, ethnicity, level of experience, political affiliation, veteran status, pregnancy, genetic information, as well as any other characteristic protected under state or federal law.

All members of the CLaSP community and visitors to CLaSP are required to abide by this Code of Conduct. This Code of Conduct is adapted from the one adopted by AGU and NCAR.

Expected Behavior
● All participants are treated with respect and consideration, valuing a diversity of views and opinions
● Be considerate, respectful, and collaborative
● Communicate openly with respect for others, critiquing ideas rather than individuals
● Avoid personal attacks directed toward other participants
● Be mindful of your surroundings and of your fellow participants
● Alert CLaSP staff if you notice a dangerous situation or someone in distress

Unacceptable Behavior includes, but is not limited to:
● Harassment, intimidation, or discrimination in any form
● Physical or verbal abuse by anyone to anyone, including but not limited to a student, staff member, faculty member, or visitor.
● Unwelcome sexual attention or advances
● Personal attacks directed at other guests, members, participants, etc.
● Alarming, intimidating, threatening, or hostile comments or conduct
● Inappropriate use of nudity and/or sexual images in public spaces or in presentations
● Threatening or stalking anyone
● Other conduct which could reasonably be considered inappropriate in a professional setting

**Consequences**
● Inappropriate and harmful behavior is subject to potential sanctions through the proper channels available at the University of Michigan

**List of resources**
Rackham Diversity Allies
Ombudsperson
Spectrum Center
Dean of Students
Resolution Officer for Graduate Students and Postdoctoral Fellows
OIE (Office of Institutional Equity)
SAPAC (Sexual Assault Prevention and Awareness Center)
Beyond the Diag (Student off campus housing)
OSCR (Office of Student Conflict Resolution)
Expect Respect Campaign
DPSS (Division of Public Safety & Security)
Office of Faculty Affairs
Trotter Multicultural Center
SSD (Services for Students with Disabilities)