



## Field and Lab Safety Plan for University of Pennsylvania Earth and Environmental Science Department

### **I - Code of Conduct**

- Communication in all forms should be work-appropriate and inclusive of all cultural backgrounds.
- Sexist, racist, and/or exclusionary jokes will not be tolerated and are never appropriate.
- Kindness is key – uplift your colleagues. Insults or put-downs are antithetical to a supportive lab and field environment.
- Instances of harassment include: offensive comments relating to race, gender, disability, age, cultural background, body size and physical appearance, and religion; stalking; conscious intimidation; inappropriate physical contact. This is not an exhaustive list and harassment can be other acts that seek to do intentional harm to another.
- An individual participating in any behavior deemed harassment who is asked to stop is expected to comply immediately.
- Contribute constructively and positively to group discussion. Be thoughtful of speaking over others; willingly hear out those who wish to share their ideas.

### **II - Process for Reporting Violations**

As reported in session two deliverable, there are no current mechanisms for formally reporting complaints, bias, microaggressions, harassment, or overt racism in the Earth and Environmental Science Department. The same applies for lab and field conduct. However, we have made the following recommendations for the implementation of a new reporting form that can be implemented for Code of Conduct Violations in field and lab spaces. The recommendation is as follows:

- Prioritizes anonymity
- CDEIC feedback in course evaluations that involve field trips and laboratory experiments
  - Reports can be made online for the SAS Graduate Group and through the Office of Affirmative Action for bias.
- The SAS Graduate Group Review form and bias report form through OAA can be submitted anonymously
- Anonymous reports of sexual misconduct can be made through the following avenues:
  - Phone: 215-P-COMPLY (215-726-6759)
  - Web portal: 215-P-COMPLY which is protected through EthicsPoint system

software.

- Informal in-person reports within the department go to the Graduate Chair or Department Chair. Online reports go to their respective offices within the University.
- Those with access to reports are not publicly listed

### **III - Training Resources**

The Department of Earth and Environmental Science does not offer its own training programs to combat racist practices in academia, however, the Office of Affirmative Action and Equal Opportunity Programs (OAA/EOP) offers training workshops to faculty, students, staff, and administrators that cover a range of topics including unconscious bias, the Americans with Disabilities Act of 1990, and sexual harassment awareness. The Center for Teaching and Learning (CTL) at the University of Pennsylvania also offers a range of seminars to faculty, graduate students, post-docs, and undergraduate teaching assistants on how to cultivate an anti-racist classroom, from building inclusive syllabi to critical reading of racist texts. Penn Violence Prevention (PVP) also offer workshops to address bystander intervention which we plan to implement as part of the onboarding process when joining the department. We have included a link to their program listings.

Link to OAA/EOP Workshops: <https://www.upenn.edu/affirm-action/offerings.html>

Link to CTL Workshops: <https://www.ctl.upenn.edu/programs-and-services>

Link to PVP Workshops: <https://pvp.vpul.upenn.edu/education/>

We propose the introduction of a department-specific seminar series to provide effective training for antidiscrimination, bystander intervention, and de-escalation tactics and includes discussion of specific challenges that BIPOC lab members may face in lab and field spaces. The following should not serve as a limit to the discussions around these topics, but rather a guide for running these sessions. Our plans for the aforementioned seminars are as follows:

#### **i – Antidiscrimination**

- Having annual/biannual discussions of antidiscrimination amongst lab groups
- Uplifting BIPOC voices/endeavors in academia
- Evaluating mentoring practices
- Retention of BIPOC scientists
- Highlighting research endeavors of DEI contributors

#### **ii - Bystander intervention**

Do

- Make your presence known
- Take cues from the person being harassed
- Keep both of you safe

Don't

- Call the police
- Escalate the situation
- Do nothing

### **iii - De-escalation**

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- Communication is key
- Undivided attention
- Non-judgmental
- Focus on feelings
- Allow Silence
- Clarify messages
- Develop a plan
- Team approach
- Debrief

### **IV - Racial risk assessment of sites**

This list is not exhaustive and is subject to frequent modification in accordance with curriculum changes, lab group changes, etc. This list also includes a list of proposed field sites for future trips to be implemented in the Undergraduate curriculum. As such, not all sites described below will actually be made part of the curriculum, but understanding any risks associated with those field sites is critical for the safety of all individuals participating.

White Sands National Park, New Mexico

- Proximity to border control – potential hostility towards BIPOC individuals
- International students not permitted near military base that borders the park

Wissahickon Valley Park, Pennsylvania

- Threat of police violence

Pennsylvania Roadcuts

- Risk of exposure to hateful language from passing vehicles
- Threat of police violence or violence from locals

The European Alps

- Limited access to amenities and BIPOC-specific hygiene products
- Decreased accessibility for individuals with disabilities that impede physical movement

### **V - Pre-departure checklist of discussions**

We recommend the department implement the following discussion sessions prior to each field experience:

- Cultural competency
- Preventing microaggressions in the field
- Access to amenities
- Field site safety

## **VI - Procedures for documenting incidents in the field**

At this time, there is no specific reporting policy for incidents that occur in the field. We recommend that the department implement a reporting form on the department website that:

- Prioritizes anonymity
- Is structured in a way that solely addresses the behavior of harassers
- Is recorded in a system to keep track of problematic behaviors with expressed permission of the submitter
- Allows someone to submit on behalf of another party who may be nervous about submitting the form (with their expressed consent)
- Protects submitters from backlash/repercussions for speaking out

## **VII - Additional required or supported training**

At this time, we do not have additional resources to include here but this document is actively being updated and is subject to frequent change as DEI efforts are implemented in the department.

Sources -

- Basin Research Group (BRG) Code of Conduct
- American Friends Service Committee “How to intervene if Someone is being harassed”  
Link: <https://www.afsc.org/bystanderintervention>
- Chaudhary V. B. & Berhe A. Ten Simple Rules for Building an Antiracist Lab. *PLOS Computational Biology*. doi: <https://doi.org/10.1371/journal.pcbi.1008210>
- Crisis Prevention Institute De-escalation Tips <https://www.crisisprevention.com/Blog/De-escalation-Tips>