Sea Grant Pod - URGE Deliverable #6

Deliverable: Develop and publish a safety plan specific to your pod (lab, university, organization). This safety plan should include a code of conduct as well as a process for reporting violations, as covered in your Complaints and Reporting Policy deliverable from Session 2. Outline training resources that are available and requirements for antidiscrimination, bystander intervention, and de-escalation training. For field work, include a racial risk assessment of sites, a pre-departure checklist of discussions within the field team, procedures for documenting incidents in the field, as well as additional required or supported training. This safety plan can (and should be) a work in progress that is revisited and refined.

Maine Sea Grant

This safety plan should include:
a code of conduct
>	Student Conduct Code https://www.maine.edu/board-of-trustees/policy-manual/section-501/

reporting violations
>	Bias Response Team https://umaine.edu/biasreporting/bias-response-team/ The UMaine Bias Response Team (BRT) serves the UMaine community by: 1) offering a system and processes that invite students, faculty, and staff to document and address the impacts of bias-related incidents, behaviors and actions, and 2) assuring that institutional values are broadly known and reinforced. The BRT does not replace or subordinate any existing processes for reporting or addressing acts of discrimination, harassment, concern or violence that may violate law and/or university policy. The team does not investigate incidents but can/will refer reported incidents to law enforcement and/or the appropriate university office (e.g., Office of Equal Opportunity; Community Standards, Rights and Responsibilities; Human Resources, etc.). The BRT limits its response to addressing community impact and to reinforcing institutional values.

>	File a Report https://cm.maxient.com/reportingform.php?UnivofMaineSystem&layout_id=39
>	This form should be used to report concerns pertaining to students or UMS employees who have experienced any acts of discrimination based on race, color, religion, sex, sexual orientation, national origin, citizenship status, age, ability, genetic information or veteran's status. The entire University of Maine System policy against identity discrimination is available here.

training resources that are available
>	Training Programs: https://umaine.edu/multicultural/trainings/

[1] R. Kelley, 10 Samples of an Effective EEO Statement, blog.ongig.com/diversity-and-inclusion/eeo-statement-samples, (2017).
[2] https://careers.whoi.edu/opportunities/diversity-inclusion/
[3] K. Cobb, #GRExit Resources, https://doi.org/10.6084/m9.figshare.13215461.v1, (2020).
[4] J. Posselt, Inside Graduate Admissions: Merit, Diversity, and Faculty Gatekeeping, https://www.jstor.org/stable/j.ctvjghw8s, (2016).
[5] https://www.brandeis.edu/diversity/dei-recruitment-hiring/rubric-for-evaluating-diversity-statements.html
[6] K. Griffin, J. Bennett, T. York, Leveraging Promising Practices, Washington DC: Aspire Alliance, (2020).

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Multicultural Student Center trainings - *basics and foundational concepts for diversity and inclusion; including terminology, cultural differences, privilege, microaggressions and the cycle of oppression.* Understanding Diversity and Inclusion (2hrs); Transforming Self for Racial Equity (2 1/2 hrs)

requirements for antidiscrimination, bystander intervention, and de-escalation training
None found

Ohio Sea Grant

Ohio State School of Earth Sciences has taken the initiative to set the bar higher for all laboratories on campus. Ohio Sea Grant is committed to adopting this safety plan for all field experiences, field trips, extension programs and college courses. This safety plan includes a process for reporting violations and training on antidiscrimination, bystander intervention and de-escalation. A pre-departure checklist of discussions and racial risk assessment of sites for all field work is recommended for our next phase in the safety plan. This will be addressed before the next season REUs and students return. Procedures for documented incidents in the field will be revisited in the newly re-designed orientation for incoming students, faculty and staff.

Please see the safety plan below as provided by the School of Earth Sciences, adapted from the Princeton Physics department and the GSA Code of Ethics and Professional Conduct.

Code of Conduct

The following principles are designed to ensure that the OSU School of Earth Sciences meets the highest standard of professionalism and that all members (faculty, staff, and students) feel welcome and respected. As such, all members are expected to follow these principles regardless of location, whether on campus, at conferences, in the field, etc.

(Principles were adapted from the Princeton Physics Department and GSA Code of Ethics and Professional Conduct)

Respect and support department members:

- Respect the professional, physical, and personal boundaries of all members of SES;

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- Take all reasonable steps necessary to ensure safety in the laboratory, field, and other professional settings. Notify the appropriate authorities of any violations or incidents that appear to create a threat to public health and safety;
- Be courteous in your interactions.
- Be respectful of other peoples' opinions. Give members a chance to voice their thoughts (i.e., listen, try not to interrupt);
- Ensure that, when offered, criticism is constructive and aims to create positive discussion;
- Work to ensure that all members have equal access to professional and academic opportunities. Use clear, unbiased criteria when making decisions and taking actions that affect members' professional and academic opportunities;
- For those in positions of power, treat students and others under authority respectfully, without exploitation or denigrating language. Provide a safe, supportive environment to encourage learning and professional development;
- Do not judge, discriminate, or make unwelcome jokes or disparaging remarks based on race, ethnicity, country of birth, gender, gender expression, sexual orientation, physical ability and appearance, religious beliefs, age, socioeconomic status, or any other characteristic. Do not tolerate others who do so;
- Do not engage in professional or personal retaliation against other members;
- Support those who report violations of departmental or university policy

Commit to openness:

- Be receptive to discussions of ways to improve the work environment and work relationships
- Challenge your own assumptions about people and the sources of those assumptions
- Take it upon yourself to establish equity for all persons. Consider the particular challenges or barriers to success that colleagues may face as members of under-represented groups
    - Here, equity refers to providing people resources needed to succeed, even if that differs from individual to individual. This is distinct from equality, which gives all individuals the same resources regardless of their starting point.

Take initiative:

- Intervene when others are exhibiting conduct unbecoming of a community member
- Speak up when colleagues are disrespectful of a group or class of people (even when members of that group are not present)
- Seek and support opportunities for education and training on diversity, inclusivity, reporting, and bystander intervention techniques, and encourage others to do the same
    - Ohio State Title IX Training - Sexual Misconduct Prevention
    - Open Doors - Reducing Overall Bias
    - Safe Zone Project - LGBTQ+ topics

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- o [Inclusive Teaching](#)
- o [OSU Office of Diversity and Inclusion - Faculty, Staff and Student Resources](#)
- o [OSU Disability Services - Best Practices and Resources for Faculty/Staff](#)
- Acquaint yourself with university policy as set forth in OSU policy on [sexual misconduct](#) and [codes of conduct](#);stay up to date with changes in the university policy
  - o [Policies at Ohio State - Sexual Misconduct](#)
  - o [Sexual Misconduct Policy FAQ](#)
  - o [Policies at Ohio State - Affirmative Action, Equal Employment, Opportunity, & Non-Discrimination/Harassment](#)
- Know methods for reporting problems and violations of the code of conduct
  - o [Bias Assessment and Response Team (BART)](#)
  - o [Anonymous Reporting Line](#); phone: 866-294-9350
  - o [Office of Institutional Equity](#)
  - o [Workplace Complaint Form](#)

All SES members are encouraged to read additional guidelines from scientific societies and professional organizations for reference. Select examples are included below:

- [GSA Code of Ethics and Professional Conduct](#)
- [AGU Scientific Integrity and Professional Ethics](#)
- [AAPG Code of Conduct](#)
- [SACNAS National Conference Code of Conduct](#)
- [AAAS Annual Meeting Code of Conduct](#)

Connecticut Sea Grant
Safety Plan / Judy Benson

Connecticut Sea Grant recognizes that people of color and those who identify with the LGBTQ community may face unique safety challenges that staff must be mindful of in all interactions, and work to eliminate and minimize these conditions as much as possible.

CTSG staff should maintain regular and open dialogue about anti-racism and how we can continue to improve our own workplace and the sites we visit as spaces where people of color and the LGBTQ community feel welcomed, included and valued. Staff who are part of these communities should be encouraged to air any concerns to their supervisors and colleagues, and also to seek out any support or assistance they need to feel safe and comfortable doing their jobs. They should feel confident that this support and assistance will be provided, because supervisors and staff have clearly articulated that this is necessary for them to be able to do their best work and for CTSG as a whole to thrive.

CTSG staff field work mainly consists of interactions with partners in fisheries and aquaculture workplaces and in locations where projects such as coastal habitat restoration work is being done. It is in these locations where we are most likely to interact with Black, Brown,

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Indigenous and LGBTQ individuals as members of work crews. Sea Grant staff must ensure that we treat these individuals as respected equal contributors to the projects and report any instances in which we witness discriminatory treatment to our supervisors, and request that they convey the information to the workplace supervisors.

CTSG staff muse also be mindful of unique safety concerns when working with student interns and freelance writers and photographers who are from communities of color or identify with the LGBTQ community, providing them with easily visible identification such as badges and CTSG T-shirts to wear at public locations and accompanying them on assignments when our presence is welcomed.

Sea Grant should seek out opportunities to share information, resources and programming with minority communities in public events as much as possible, being mindful that outreach efforts do not serve mainly white communities. We should work to ensure that programs and resources are relevant to Black, Brown, Indigenous and LGBTQ communities.
As UConn employees, CTSG staff are required to complete annual compliance training that includes Code of Conduct requirements regarding commitment to diversity and prohibiting discrimination: compliance.uconn.edu.

This training includes instructions on how to report violations and how these complaints are handled by the university.
UConn's Office of Institutional Equity also provides guidance to CT Sea Grant in bias reporting protocols:
https://dos.uconn.edu/bias-reporting. If Sea Grant staff becomes aware of an incident that violates the anti-discrimination requirements, affected individuals should be referred to the resources at the Office of Institutional Equity and encouraged to follow through with a complaint. Sea Grant staff should also use these resources to determine the best avenue to report an incident: https://equity.uconn.edu/campus-resources/