

# URGE

## Unlearning Racism in Geoscience



**Applied Physics Laboratory**  
UNIVERSITY of WASHINGTON

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**Deliverable:** Develop and publish a safety plan specific to your pod (lab, university, organization)

## Code of Conduct & Safety Plan

### Overview

The Applied Physics Lab is committed to providing a friendly, safe and welcoming environment for all, regardless of level of experience, gender identity and expression, sexual orientation, disability, personal appearance, body size, race, ethnicity, age, religion, nationality, or other characteristics. This document provides guidelines for all to help in creating an inclusive environment. This is a living document that will be revisited and refined over time.

### Code of conduct for inclusivity

Enjoyable, high-quality research can only be conducted when you feel safe, secure, and supported. We do not tolerate harassment by and/or of members of our lab in any form, and we ask all members of the community to conform to the following Code of Conduct:

- Be kind to others and do not insult or put down other lab members.
- Behave professionally. Remember that harassment and sexist, racist, or exclusionary jokes are not appropriate.
- All communication, be it online or in person, should be appropriate for a professional audience, and be considerate of people from different cultural backgrounds. Harassment and other exclusionary behavior aren't acceptable. This includes, but is not limited to:
  - Verbal comments related to gender, sexual orientation, disability, physical appearance, body size, race, religion, sexual images in public spaces, deliberate intimidation, stalking, following, harassing photography or recording, sustained disruption of discussions, inappropriate physical contact, and unwelcome sexual attention.
  - Violent threats or language directed against another person.
  - Discriminatory jokes and language.
  - Posting sexually explicit or violent material.



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- Posting (or threatening to post) other people's personally identifying information ("doxing").
- Personal insults, especially those using racist or sexist terms.
- Unwelcome sexual attention.
- Advocating for, or encouraging, any of the above behavior.
- Repeated harassment of others. In general, if someone asks you to stop, then stop.
- Participants asked to stop any harassing behavior are expected to comply immediately.
- Contribute to discussions in all lab environments with a constructive, positive approach
- Be mindful of talking over others when discussing in groups, and be willing to hear out the ideas of others.
- Be friendly and patient. Be welcoming. We strive to be a community that welcomes and supports people of all backgrounds and identities.

### Training Resources

What's available --

- Requirements for anti-discrimination:
  - All UW employees are required to comply with [Presidential Order EO31](#), Nondiscrimination and Affirmative Action
- Bystander intervention.
  - [Green Dot training](#)
  - All UW employees are required to attend the Addressing Discrimination and Harassment (PSH00) course, usually on Welcome Day. Employees who want to repeat the course or complete the requirement without attending Welcome Day can sign up [here](#).
- De-escalation training:
  - [SafeCampus Violence Prevention & Response training](#)
- UNOLS ['shipboard civility' training](#)

### Field Work Safety

Fieldwork at APL encompasses a wide range of excursions outside of the lab, including: day trips or multi-day trips APL vessels; coastal fieldwork in remote locations; longer expeditions on UNOLS or other large-vessels or ice camps. There are a wide range of factors that can lead to participants feeling unsafe or unwelcome in a fieldwork environment, that can be exacerbated by the physical isolation.



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- General commitment: All members of the team have a role in ensuring safety in the field. PIs, as supervisors, have primary responsibility for making a safety plan and fostering a safe work environment.
- During project development stage
  - Determine risks associated with the proposed work
    - Assessment of potential issues at ports / during travel to fieldwork sites
  - Determine if PI and project team have appropriate experience and time to conduct fieldwork and deal with risks
- Prior to leaving for the field
  - Risk assessment of sites:
    - Make sure fieldwork participants look/feel official and have proper equipment
    - Access to culturally specific supplies (food, care products, specific times of day for e.g. prayer)
  - Review the [UW EHS Field Operations Safety Manual](#) for detailed policies and procedures for conducting safe field work
    - Ensure that all field work participants have access to a copy of the manual, and time to review it before leaving for the field
  - Create (and secure necessary approvals for) a UW Fieldwork Health and Safety Plan for your work
  - Hold team meeting and review field plan and potential risks
  - Establish clear leadership plan
  - Complete pre-departure checklist for documenting incidents in the field
    - Identify appropriate reporting protocol for the environment
  - Complete any additional required or supported training.
- In the field:
  - Ensure that everyone knows the code of conduct and avenues for reporting
  - Hold daily safety meeting, reviewing plan for the day and specific safety considerations and conditions
  - Be aware of the physical and mental health of all team members throughout the work, and check in as needed. Set reasonable expectations.

### Process for Reporting Violations

*(Covered in your Complaints And Reporting Policy deliverable from Session 2.)*

If you believe someone is violating the code of conduct, please report it by speaking with the person listed under the “Report Harassment” section of your UW Fieldwork Health and Safety Plan, emailing APL HR at [mcard@apl.washington.edu](mailto:mcard@apl.washington.edu) or using the [UW Bias Reporting](#) protocol.

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The UW SafeCampus resource is also available to assess for and safety plan around any immediate safety concerns; connect the person who has experienced the harm with a confidential advocate who can explain resources, supportive measures, and options (including the option to make a formal complaint); provide a Know Your Rights and Resources Guide; and inform the Office of the Title IX Coordinator who will follow up if/as appropriate. SafeCampus will also provide support and coaching.

**These policies and resources apply to all APL employees regardless of the location of their fieldwork or affiliation of any person creating the unsafe environment.**