

## **AOOS SAFETY PLAN AND CODE OF CONDUCT**

This document outlines the safety plan and code of conduct for Alaska Ocean Observing System (AOOS) employees while in the office and traveling for work. It includes a list of potential threats employees may face, and strategies to prepare for and minimize those risks. The document also includes guidelines for recording any safety incident and a code of conduct for employees while in and out of the office. It underscores our desire to provide a work environment of respect, safety, productivity, professionalism, and equality for all employees.

This safety plan is a living document that will be revisited regularly and refined.

### **Code of conduct**

- Employees are treated, and are expected to treat others, with respect and consideration independent of career level, caste, class, disability, ethnicity, gender identity, participatory role, physical appearance, race, religion, sexual orientation, or tribe.
- Employees conduct activities safely whether in the field or office setting by following established protocols, being aware of potential hazards, voicing concerns, and caring for each other's safety.
- While traveling to other communities, employees will not engage in disrespectful behavior or attitudes, including, but not limited to, dismissal or disrespect for Indigenous knowledge, values, and cultures, as well as local knowledge and ways of life.
- Unacceptable behavior for employees include: discrimination of any kind, sexual or physical assault, disorderly conduct, and endangering others.

### **Work locations and their potential threats**

- AOOS conducts its work primarily in the office in downtown Anchorage, Alaska (in non-pandemic times).
- Downtown Anchorage presents the usual risks of urban areas, in addition to harsh weather and short day length during the winter months.
- At times, AOOS staff also travel throughout the state of Alaska and out of state.
- Prior to any travel, a risk assessment of the travel locations should be conducted, with particular attention being given to any heightened threats for minorities and people of color. A pre-departure checklist of discussions within the team, procedures for documenting incidents while traveling, as well as additional required or supported training should be developed.

### **Trainings required or offered**

- The goal of safety trainings is for employees to have more forewarning of what is to be expected, so they can avoid dangerous situations and be prepared if they arise.
- Current training available to AOOS employees include: self-defense courses, first aid, safety aids, and cultural history cross-cultural communication courses.
- Of particular importance while traveling to communities in Alaska are trainings for how to go into communities with respect for their culture, and engage in a positive way.

- AOOS should put together a list of resources for antidiscrimination, bystander intervention, and de-escalation training that are available and required by AOOS to be taken by all employees.

### **Minimizing risk**

- Preparation is key: what is to be expected, what are the potential risks, threats, uncomfortable situations, and how to deal with them
- As much as possible, the Executive Director of AOOS should ensure that all employees have a safe person that they can talk to while at the office and during business travel.
- Don't take safety for granted, don't be cavalier, be prepared
- Maintain situational awareness - this will be developed through preparation and trainings
- If possible, aim to have more than one non-white, non-male employee in the office, or during travel

### **Reporting and recording safety incidents**

- Inappropriate behavior, safety concerns, or assault should be reported immediately. Retaliation is strictly prohibited and will not be tolerated.
- Employees witnessing an unsafe situation have a responsibility to report the situation.
- Safety concerns should be reported to the person in charge during a given situation, or to a fellow employee if a supervisor is not available.
- Everyone has the right to voice safety concerns and stop work. Concerns will be taken seriously, and when appropriate, adjustments will be made.
- Keep a record of when incidents occur, what actions were taken, what could have been done better, and what changes have been made to avoid/mitigate similar situations in the future.