



## Session 6 Deliverable: Code of Conduct and Safety Plan

### **Organizational Information and Overview**

ESRC, OPAL, and SSC are centers at the Institute for the study of Earth, Oceans, and Space (EOS), an institute at UNH. Tenure-track faculty members and students in EOS are affiliated with academic departments at the university outside of EOS, while non tenure-track faculty and researchers may be housed completely within EOS. None of our individual pod members or their associated institutes/centers had lab or center-level Safety Plans (for the lab or field) or Codes of Conduct, though the EMERGE project (of which one of our pod members is a part) has a set of draft field safety plans and multiple pod members have lists of resources compiled to share with their labs. Given the diversity of types of lab and fieldwork conducted by members of our pod, here we strive to draft a sample, generic Code of Conduct template that can be readily adapted to specific situations.

### **Code of Conduct Overview and Purpose**

We value the participation of every member of our community and want to ensure everyone has an enjoyable, safe, and fulfilling experience, both professionally and personally. Accordingly, all members of the [*insert group/team name here*] are expected to show respect and courtesy to others at all times and expect such respect and courtesy in return from the communities with whom we interact. We create our culture and our culture is inclusive.

Please note that while this code of conduct is not a legal document, that does not mean we do not take it seriously. We consider it a critical, tailored supplement to existing Department- and/or College-level policies for your level of employment or study.

### **Inclusivity and Diversity**

Enjoyable, high-quality research can only be conducted when you feel safe, secure, and supported. All team members are dedicated to cultivating a harassment-free experience for everyone, regardless of gender identity and expression, sexual orientation, disability, physical appearance, body size, race, age, and/or religion. We do not tolerate harassment by and/or of members of our group in any form, and we ask all members of the community to conform to the following Code of Conduct:

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## Unlearning Racism in Geoscience

- All communication, be it online or in person, should be appropriate for a professional audience and be considerate of people from different cultural backgrounds. Sexual language and imagery and personal opinions on ethnicity, nationality, race, or religion are not appropriate at any time.
- Be kind to others and do not insult or put down other group members.
- Behave professionally. Remember that harassment and sexist, racist, or exclusionary jokes are not appropriate.
- Harassment includes physical gestures and offensive 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, unwelcome and inappropriate physical contact, and unwelcome sexual attention.
- Participants asked to stop any harassing behavior are expected to comply immediately.
- Contribute to discussions in meetings 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 mindful of religious holidays, practices, and activities that may impact group participation, lab, and fieldwork.

In addition to making group members feel safe and secure, diversity and inclusivity has numerous benefits to us all. Put simply, the greater the mix of people in our group, the greater the mix of skills, experiences, perspectives, and ideas we can collectively draw on. But the benefits of diversity and equality cannot be fully achieved without creating an inclusive environment.

### **Implementation, Reporting, and Enforcement**

[*Team leader's name*] will discuss this Code of Conduct and relevant safety protocols with lab members within 30 days of their beginning to officially work on a project with the group or prior to the first lab/field work session, whichever comes first, and regardless of funding status or intended duration of the collaboration. The Code of Conduct will be reviewed and discussed at least annually as a project team to suggest improvements and facilitate open discussion about potential issues.

If you are witness to, or personal recipient of, an immediate threat of bodily harm, make every attempt to contact emergency services (especially 911) if this can be done without further escalation of the situation.

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If an incident of bias, hate, or harassment is observed, all members of the [ESRC/OPAL/EOS center] are empowered to report the observation. Our center has several options for reporting incidents of bias, hate, or harassment. Please decide whether you would like to report the incident anonymously. Note that depending on the nature of the allegation, some individuals may be mandated to report the incident if you disclose it to them:

- Every adult in New Hampshire is required to report harassment or abuse of any minor
- UNH faculty are required to report gender-based harassment or abuse

Mechanisms for incident reporting include:

1. Reports made to the Center Director ([insert name and contact]) or any PI in the center. [Links to center specific policies should be included here].
2. The University of New Hampshire has the following reporting mechanisms:
  - a. Incident Report Form (IRF) - [Link](#)
    - i. Online – [Link](#)
    - ii. Compatible with mobile devices
    - iii. Call Equity Office to submit report (603-862-2930 voice / 603-862-1527 TTY)
    - iv. Online submission is preferred
    - v. Can report anonymously
  - b. Bias Response Protocol - [Link](#)
    - i. Created approximately 2006, last update 2018
    - ii. Section VI (p. 3) on 'Reporting and Contact Options for Community Members' outlines options for reporting instances: "Report an incident to the Affirmative Action and Equity Office to discuss whether it meets the definition of discriminatory harassment.  
(<http://www.unh.edu/affirmativeaction/>, 862-2930 Voice / 862-1527 TTY / 7-1-1 Relay NH)"
  - c. Students Rights, Rules, and Responsibilities - [Link](#)
  - d. Discrimination and Discriminatory Harassment Policy - [Link](#)
3. SHARPP (Sexual Harassment and Rape Prevention Program)
  - a. In person – Wolff House – During business hours (M-F 8am-4pm) - Important to note that during COVID-19, if UNH is operating during "Orange" mode, walk-ins will be temporarily unavailable and reporters should contact SHARPP through one of the remote options.
  - b. Call 24/7 helpline – 603-862-7233
  - c. Text with a SHARPP advocate – M-F 9am-4pm – 603-606-9393
  - d. Chat with a SHARPP advocate – M-F 9am-4pm - [Link](#)

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- e. Using SHARPP's "Ask an Advocate" online service - [Link](#)
  - f. All SHARPP services are confidential (protected by NH law) and can remain anonymous
4. Bearegard Center
  5. UNH Police Department or local police department (for incidents occurring off of UNH campus)
  6. [Additional reporting requirements and resources for specific sites should be added to this list.]

[Preparers/adopters of this Code of Conduct are encouraged to explore additional language around reporting and violations. For example: People who violate these rules, no matter how much they contribute to the center, or how specialized or needed their skill set, will be reported. If inappropriate behavior persists after this initial discussion, formal processes, in line with UNH policy, will commence. To report an issue, please contact [group leader]; all communication will be treated as confidential, except as required by mandatory reporting. If you do not feel comfortable contacting [group leader] directly, please feel free to contact [some other people and their contact information here, e.g., members of the DEI committee].]

### **Field Safety Plan**

A draft Field Safety Plan, based on the field safety plan by Sophia Burke for the NSF-BII EMERGE project and references therein, is included as Appendix A. This document includes pre-travel protocols pertaining to mandatory racial risk assessment, antidiscrimination training, allyship training, and practicing the 5D strategy for bystander interventions (direct, distract, delegate, delay, document).

In addition to completing the aforementioned documentation and safety review prior to beginning any field work, the following safety measures should be considered or discussed (as appropriate) with team members.

#### *Local Fieldwork*

- Provide clean, professional, appropriately sized, branded safety gear and apparel (e.g., high visibility safety vests, shirts). We recognize that such overt identification can pose an increased safety risk in some situations (e.g., when U.S. Forest Service vehicles were bright green and it drew the attention of anti-government shooters), so field investigators should evaluate with their supervisors when such measures are

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- appropriate prior to beginning fieldwork. Where recommended, ALL team members (not just students or BIPOC) should don appropriate, branded safety gear/apparel.
- Encourage team members to wear their University ID in a visible location (e.g., from a lanyard) to demonstrate their affiliation.
  - Provide placards to place on dashboards of vehicles, including contact and affiliation information for a team lead who is NOT in the field.
  - Ensure access is granted in writing (if applicable) for any field locations under study.
  - If warranted, have UNH PD contact local police departments to notify of research activities.
  - For any field study location construct a safety binder and have available onsite. Binders should contain:
    - o Written proof of granted access to the site, investigation of site safety by local authorities
    - o Documentation of the scope of work and anticipated equipment to be used
    - o Contact information of key project personnel
    - o Contact information for local emergency services
    - o Site specific hazards and mitigation measures:
      - Appropriate hours/seasons for field-work
      - Appropriate attire (e.g., blaze, orange visibility gear worn during hunting season)
      - Whether individuals are permitted to perform field activities alone, or whether pairs/groups are needed
      - Whether GPS tracking should be enabled on any personal devices
  - Maintain a group calendar for field work, and establish check-ins between lab personnel so that others know when field personnel are on-site and expected to return.
  - Consider the fact that safety – both interpersonal and physical – is often improved by working in pairs. Establish expectations and repercussions for field team members to work collaboratively in the field (including adherence to this Code of Conduct).

### *Remote/Isolated/Long-duration Fieldwork*

- Recognize that overnight work-trips will be different for every participant. How will the activities and accommodations be familiar or foreign to different participants? How should participants prepare for these different conditions? What, if any, mental health facilities are available through telecommunications services provided by the university (for instance, UNH PACS services are not available outside of NH due to licensing restrictions)?
- What resources are available for preparing for fieldwork, and what resources will be available from the field site(s)?

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- Have you provided your team members ample opportunity to ask questions and helped them find appropriate resources when you don't know the answers? Have you provided the necessary information for them to make informed decisions and prepare appropriately? Some common themes to pay attention to include: religious practices; preferences and requirements around food (including the potential for fasting); personal hygiene; facilities availability.
- Consider travel to/from the field site as a part of the safety protocols (e.g., travelling through airports, layovers, or international travel). Prepare official documentation for international travel and make sure students are prepared for Customs at each destination. This may include discussions on cultural expectations and allowed technology.

### Lab Safety Plan

Safety considerations also apply for work being conducted on campus/in lab settings. In addition to regular lab safety procedures, the following safety measures should be considered or discussed (as appropriate) with team members.

- Encourage team members to wear their University ID in a visible location (e.g., from a lanyard) to demonstrate their affiliation.
- Contact UNH PD and Campus Security to provide awareness of research activities that occur outside of normal working days (Monday-Friday) or hours (6 am – 6 pm). Consider introducing them to those lab members most likely to be on campus outside normal business hours.
- Maintain a current and highly visible list of researchers that have access to the lab.
- Construct a safety binder and have available in the lab. Binders should contain:
  - o Documentation of the scope of work and anticipated equipment to be used
  - o Contact information of key project personnel
  - o Contact information for local emergency services
  - o Lab specific hazards and mitigation measures including SDS for all chemicals used.
  - o Appropriate attire for working in the lab and with specific equipment
  - o Whether individuals are permitted to perform lab activities alone, or whether pairs/groups are needed
- Establish check-ins between lab personnel so that others know when personnel are in the lab, especially when conducting work outside of normal business hours.



**Additional resources:**

[AGU Ethics and Equity Center](https://ethicsandequitycenter.org)- a variety of information and resources on harassment, diversity and inclusion, implicit bias, legal consultation, including available workshops  
<https://ethicsandequitycenter.org>

[APS Ethics Education](https://www.aps.org/programs/education/ethics/)-includes ethics case studies and discussion guides  
<https://www.aps.org/programs/education/ethics/>

**Credits**

This document is adapted from:

1. Example Code of Conduct from the Basin Research Group (under “Inclusivity and Diversity”) <  
<https://docs.google.com/document/d/10y7TP48ik1rcQBPA5Do8mZM7DJ5EbF0hyWP-csgb1QE/edit>>
2. Field safety plan drafted by Sophia Burke for the NSF- BII EMERGE Project as well as the [UC Berkeley Field Safety Plan](#) and the [Duke University Fieldwork Safety Plan](#).
3. UNH URGE Complaints and Reporting Policy Compilation (April 2021)

# UNH ESRC-OPAL Pod Fieldwork Safety Plan

## Appendix A: Field Safety Plan

*This document is based on the field safety plan drafted by Sophia Burke for the NSF-BII EMERGE Project as well as the [UC Berkeley Field Safety Plan](#) and the [Duke University Fieldwork Safety Plan](#).*

|                              |  |                          |                 |
|------------------------------|--|--------------------------|-----------------|
| <b>Field Site Location:</b>  |  |                          |                 |
| <b>Activity Description:</b> |  |                          |                 |
| <b>Plan Created for:</b>     |  | <b>Date of revision:</b> | <b>MM/DD/YY</b> |
| <b>Date(s) of Travel:</b>    |  |                          |                 |

This plan has been created to detail safety protocols, hazard assessment, emergency management and safety training needs for field work associated with UNH ESRC and OPAL projects. This document should detail all potential hazards and mitigation strategies put in place to ensure fieldwork success. **The completed Safety Plan must be reviewed by all members of the Field Team (FT) and kept on file.**

**This document contains the following sections:**

- [Field Site Information](#)
- [Emergency Services and Contact Information](#)
- [General Participant Information](#)
- [Participant Pre-Departure Check-List](#)



# UNH ESRC-OPAL Pod Fieldwork Safety Plan

## Instructions:

- 1.) **FT Leader: Complete (Review and Update where necessary) each section of the form below and submit it to the Leadership Team (LT) for approval at least one month before the FT begins to travel to the field site.**
- 2.) **FT Leader & Member(s): Hold a FT meeting where the contents of this form are discussed at length with members of the field team to ensure everyone is on the same page. This should be done at least two weeks before the first FT Member leaves for field work.**
- 3.) **FT Member(s): submit a completed Participant Pre-Departure Checklist (see page \_\_) to the Field Team Leader(s) (FTLs) and the LT before leaving for field work. Ensure the LT has been informed you have filled this out.**
  - a. **FT Member(s): Complete appropriate safety trainings deemed necessary by the LT and include certificates of completion with your Pre-Departure Checklist.**
  - b. **UNH Travel Registry information for BOTH Employees and Students can be found [here](#).**
  - c. **For international travel, [UNH's International SOS Global Assistance Program](#) can be used for researching risk (health and safety) at international research sites.**

| <b>Field Site Information:</b>   |   |                                |                                  |
|--|---|--------------------------------|----------------------------------|
| <i>This section should be <b>updated with each new field site</b> and <b>checked annually</b> for updated information</i>                                |   |                                |                                  |
| <b>Site Name and General Location</b>  |   |                                |                                  |
| <b>GPS Location</b>  |   |                                |                                  |
| <b>Travel to the Site</b>  |   |                                |                                  |
| <b>Site Access</b>   |   |                                |                                  |
| <b>Environmental Hazards</b>   | <table border="1" style="width: 100%;"> <tr> <td style="width: 50%;"><u>Potential Hazards:</u><br/>•</td> <td style="width: 50%;"><u>Mitigation Measures:</u><br/>•</td> </tr> </table>   | <u>Potential Hazards:</u><br>• | <u>Mitigation Measures:</u><br>• |
| <u>Potential Hazards:</u><br>•   | <u>Mitigation Measures:</u><br>•  |                                |                                  |
| <b>Inclusive Risk Assessment</b><br><i>See Handbook for a description of assessment of risk for individuals considered "protected" by US federal law</i> | <input type="checkbox"/> Check this box to indicate that a risk assessment of each protected class has been discussed with the FT, including potential hazards and mitigation strategies. |                                |                                  |
| <b>Security</b>  |   |                                |                                  |
| <b>Expected Weather</b>  |   |                                |                                  |
| <b>Access to Shade/Shelter</b>   |   |                                |                                  |

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|   |   |
|---|---|
| <b>Drinking Water Availability &amp; Bathroom Facilities</b>  |   |
| <b>High Heat Procedures</b><br><i>Required when temperatures are expected to exceed 95° F</i>   | <i>If possible, limit strenuous tasks to morning or late afternoon hours. Rest breaks in shade must be provided at least 10 minutes every 2 hours (or more if needed). Effective means of communication, observation and monitoring for signs of heat illness are required at all times. Pre-work safety discussion required.</i> |
| <b>Cold Temperature Procedures</b><br><i>Required when temperatures are expected to go below 32° F</i>                                      | <i>Ensure access to appropriate clothing/gear. Provide cold-weather comfort and survival training. Effective means of communication, observation and monitoring for signs of frost nip, hypothermia, etc. Pre-work safety discussion required.</i>  |
| <b>Extreme Weather</b><br><i>For situations where extreme weather (wind, rain, lightning, snow, tornado, etc.) may happen unpredictably</i> | <i>Monitor weather forecasts while planning fieldwork and avoid working in dangerous conditions. Talk about mitigation and safety strategies for “unexpected” events that could occur in your field area without warning.</i>   |

| <b>Emergency Services &amp; Contact Information</b><br><i>This section should be <b>updated with each new field site</b> and <b>checked annually</b> for updated information</i> |  |   |  |
|--|--|---|--|
| <b>Local Contact</b><br><i>ANS/CIRC Staff.<br/>Provide a copy of this plan.</i>  |  | <b>University Contact</b><br><i>Not on Field Trip.<br/>Provide a copy of this plan.</i> |  |
| <b>Local Emergency Numbers</b>   | <u><i>Be Prepared to share the following information with Emergency Services:</i></u><br>a. Where are you? Description and name of the location, GPS or map coordinates, or the position, distance and direction from a known map position or obvious landmark.<br>b. What has happened and the number of injured.<br>c. Your name and Abisko Scientific Research Station<br>d. Name and details of the injured person, including, age, sex, previous relevant medical conditions. |   |  |
| <b>Nearest City</b>  |  |   |  |
| <b>Nearest Hospital</b>  |  |   |  |

# UNH ESRC-OPAL Pod Fieldwork Safety Plan

|                           |  |
|---------------------------|--|
| <b>Nearest US Embassy</b> |  |
| <b>Nearby Facilities</b>  |  |
| <b>Side Trips</b>         |  |

| <b>General Participant Information</b><br><i>This section should be <b>updated with each new field site</b> and <b>checked annually</b> for updated information</i>  |  |
|--|--|
| <b>Field Team/Participants</b>   | <p>Is anyone working alone? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, develop a communications plan with strict check-in procedures; if cell coverage is unreliable, carry a satellite communication device or personal locator beacon.</p> <p>Primary Field Team Leader: <i>Name, phone number</i></p> <p>Secondary Field Team Leader: <i>Name, phone number</i></p> <p><input type="checkbox"/> Field Team/Participant list is attached as training documentation</p> <p><input type="checkbox"/> Other attachment: Participant Pre-Departure Checklist</p> |
| <b>Commitment to a Safe learning/working environment</b>   | <p><input type="checkbox"/> Discuss explicitly the components of and expectations for fostering a <i>Safe Learning/Working Environment while conducting Fieldwork</i></p>  |
| <b>Communication Plan</b>  |  |
| <b>Physical Demands</b><br><i>List any physical demands required for this trip and training/certification provided. e.g. diving, swimming, hiking, climbing, high altitudes, respirators, heights, confined or restricted spaces, etc. (consult with EH&amp;S regarding appropriate training &amp; documentation).</i> | <ul style="list-style-type: none"> <li>•</li> </ul>  |
| <b>Mental Demands</b><br><i>List any unique mental demands required for this trip, e.g. long travel days,</i>  | <ul style="list-style-type: none"> <li>•</li> </ul>  |

# UNH ESRC-OPAL Pod Fieldwork Safety Plan

|   |  |
|---|--|
| <i>high stress environments,<br/>different cultural norms,<br/>etc.</i>   |  |
| <b>Specific Fieldwork<br/>Team Group Norms,<br/>Rules and<br/>Expectations</b>  |  |
| <b>First Aid Training &amp;<br/>Supplies</b>  |  |
| <b>Immunizations or<br/>Medical Evaluation</b><br><i>List required<br/>immunizations/prophylaxis<br/>or required medical<br/>evaluation, if applicable.</i> |  |

# UNH ESRC-OPAL Pod Fieldwork Safety Plan

| <b>Participant Pre-Departure Checklist</b>   |  |
|--|--|
| <i>This should be completed <u>each field season</u> by <u>each member of the FT (including the FT Leader)</u> and submitted along with the Safety Plan to the EMERGE LT</i> |  |
| <b>Participants Name:</b>  |  |
| <b>Trip Registration:</b>  | <p><i>Have you registered/Informed your travel, lodging, transportation details with the following institutions?</i></p> <p><input type="checkbox"/> Your Institution (e.g., UNH Travel Registry information for BOTH Employees and Students can be found <a href="#">here</a>.)</p>   |
| <b>Flight Information</b>  | <p><input type="checkbox"/> Submit your Flight information in the EMERGE Travel Information spreadsheet, under the Flights Tab</p> <p><i>Details to include: Flight number, Departure Date/Time, Departing Location</i></p>  |
| <b>Lodging Details:</b>  | <p><input type="checkbox"/> Submit your lodging information in the EMERGE Travel Information spreadsheet, under the Lodging Tab</p> <p><i>Details to Include: Name of Lodging, Location, Dates of Stay</i></p>   |
| <b>Required Trainings:</b>   | <p><u><i>The following trainings should be completed BEFORE leaving for field work**:</i></u></p> <p>* If you completed this Pre-Departure Check-List for a previous field season, then please review the materials below and ensure your First Aid training is still valid.</p> <p><input type="checkbox"/> Adult First Aid/CPR/AED Training<br/>Online course available from the <a href="#">American Red Cross</a><br/>This course costs \$35.00 and <i>should be covered by your advisor. Make sure to save the receipt for reimbursement or discuss with your advisor about having them cover the transaction.</i></p> <p><input type="checkbox"/> Watch this video on <a href="#">Continuous Chest Compressions CPR Method</a></p> <p><input type="checkbox"/> Bystander Intervention Training</p> <p><input type="checkbox"/> Conflict De-escalation Training</p> |
| <b>Pertinent Health Conditions:</b>  | <p><i>Do you have any health conditions that require you to modify your field work schedule for any reason?</i></p> <p><input type="checkbox"/> Submit a filled out Medical form to the Field Team Leader</p>  |