

Department of Geological and Atmospheric Sciences (GEAT) – Iowa State University
General Code of Conduct

In consideration for participating in the activities of

_____, all participants, including faculty, staff, students and volunteers, agree to the following terms and conditions:

- 1) All participants will behave in a professional and courteous manner at all times. Each individual is expected to conduct themselves in a spirit of cooperation, respect and thoughtfulness in alignment with ISU's Principles of Community (<https://www.diversity.iastate.edu/connect/principles>):
 - Respect
 - Purpose
 - Cooperation
 - Richness of Diversity
 - Freedom from discrimination
 - Honest and respectful expression of ideas.

- 2) Iowa State University is committed to creating a safe, diverse and inclusive work and learning environment free from unlawful discrimination, harassment and violence. All participants will comply with ISU's non-discrimination and anti-harassment policies. Violations of the university's Non-Discrimination and Anti-Harassment policy (<https://www.policy.iastate.edu/policy/discrimination>) and/or the university's Title IX Sexual Harassment policy (<https://www.policy.iastate.edu/policy/students/sexualmisconduct>) are taken seriously and will not be tolerated.

All participants are protected by these policies (regardless of gender, sexual orientation, gender identity, full or part-time status, disability, race or national origin) in all aspects of our educational programs and activities.

- 3) All communication, be it in person, online, written, spoken, nonverbal, during meetings or otherwise, should be appropriate, professional, and considerate of people of different backgrounds and abilities. In meetings, all participants should listen actively, contribute in a constructive manner, and respect others while they are speaking or presenting. Participants may respectfully challenge ideas but must avoid using personal attacks when in disagreement.

- 4) Conflict resolution should initially be conducted by the relevant individuals in a courteous, respectful, and empathetic way. In an extreme circumstance in which this is not possible, individuals should reach out to an impartial third-party, which may include, but is not limited to, the GEAT Department Chair, the Dean of Students Office, Human Resources, or the Ombuds Office at Iowa State University.

- 5) Conduct that is not in accord with these terms and conditions may be reported to the GEAT Department Chair, Campus Climate Reporting System, Dean of Students Office, Office of Equal Opportunity, ISU Police, or other relevant agency and may result in disciplinary action, dismissal from the activity or program, and/or sanctions by Iowa State University.

I HAVE READ, UNDERSTAND, AND ACCEPT THE CONDITIONS GOVERNING MY PARTICIPATION IN THIS PROGRAM AND THE POSSIBLE ACTIONS THAT WILL BE TAKEN SHOULD I ACT IN A MANNER THAT IS INCONSISTENT WITH THESE CONDITIONS.

Participant Name (printed): _____

Signature: _____ Date _____

Department of Geological and Atmospheric Sciences (GEAT) – Iowa State University
Field Excursions – Guidelines and Safety Plan

Field excursions can be an important part of research and teaching within GEAT but may take place in uncontrolled, and sometimes unpredictable, environments. The purpose of this document is to facilitate communication between GEAT faculty, staff, and students about potential hazards associated with field sites and develop specific safety plans that minimize risk to all participants.

General guidelines applicable to all field excursions

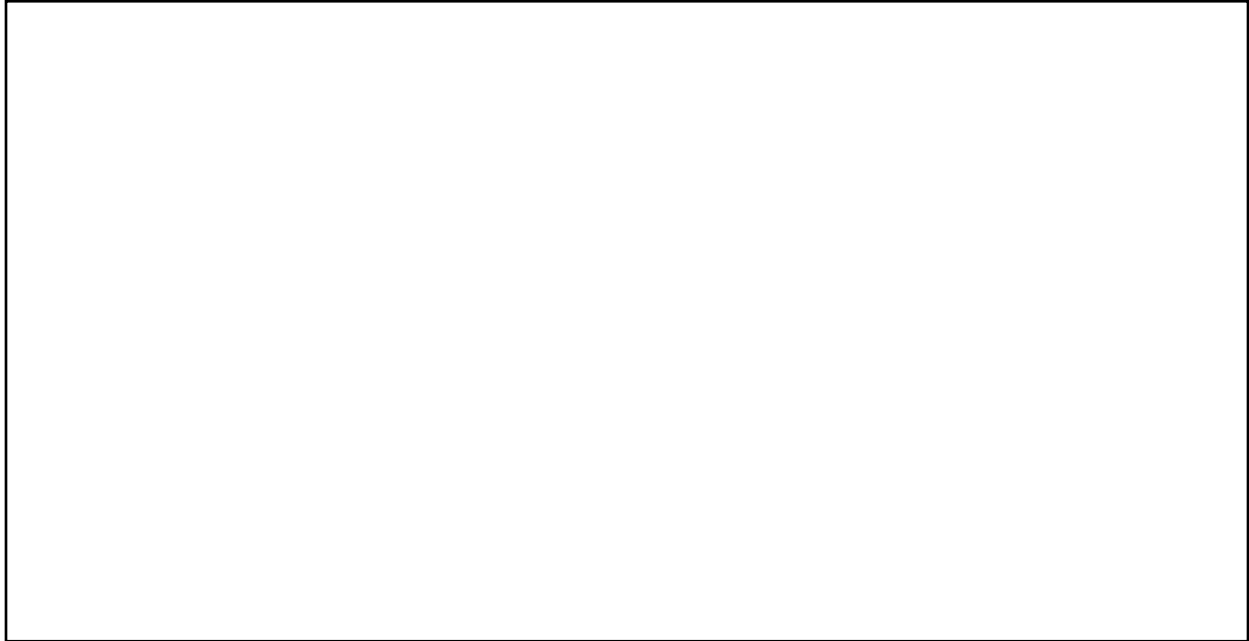
- 1) The coordinator of the field excursion should conduct an orientation meeting for all participants, covering the following components of the excursion:
 - Purpose of field excursion;
 - General schedule of activities;
 - Description of locations to be visited;
 - Summary of costs to participants;
 - Skills, fitness level, and other training necessary for the excursion;
 - Materials, apparel, and other equipment necessary for the excursion;
 - Risks inherent to activities or locations;
 - Health and safety information, including a medical emergency plan; and
 - Conduct expectations and consequences for failing to meet those expectations.
- 2) Individuals should never conduct a field excursion alone. Participants should remain within sight of at least one other participant with the means to verbally communicate (e.g., walkie-talkie, radio, mobile device, etc.) at all times.
- 3) Designate a point of contact (PoC) at Iowa State University who is aware of locations and schedule of the field excursion. Maintain frequent communication with the PoC, such that they can contact authorities, medical providers, and relevant ISU offices in case of an emergency. Establish a reporting system with the PoC for any situations involving harassment, interpersonal conflict, or behavior violating the Code of Conduct or ISU Principles of Community.
- 4) Travel for a field excursion should be conducted in a university/state vehicle when possible. Participants will abide by all rules and regulations regarding university/state vehicles, including never transporting alcohol or illegal substances in any university/state vehicle.
- 5) Personal protection equipment (PPE), such as reflective vests and hard hats, should be worn when possible, especially in environments with limited visibility, risk of falling objects, heavy machinery, etc. Usage of PPE and highly visible credentials (e.g., official name tags) demonstrate affiliation with a known institution and may prevent challenges from other individuals at the field site(s).
- 6) The coordinator and/or leaders of the field excursion should have up-to-date first aid training (e.g., basic first aid/CPR/AED training or wilderness first aid training). Provide opportunities for other participants to receive first aid training when possible. Mental health first aid training is advised, but not required.
- 7) If at any time during the field excursion, a participant or participants feel(s) unsafe, modify the activities, locations, etc. All participants should advocate for their own safety and well-being. The coordinator and field excursion leaders should be willing to accommodate their participants in these situations.

Risk Assessment and Safety Plan for Field Excursion to:

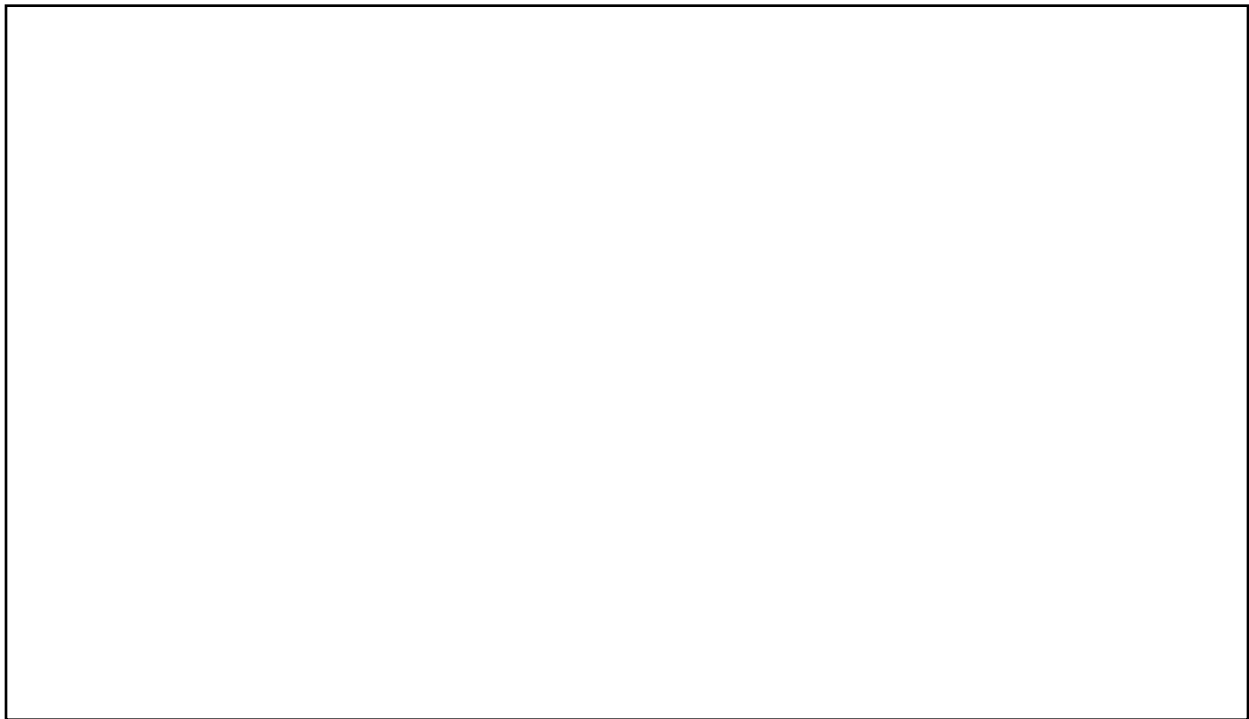
What are the known physical health risks at the location(s)?

What is the safety plan specific to the location(s)? What can the trip coordinator(s) and participants do to minimize exposure to the physical health risks above? What is the general plan in case of a medical emergency during the field excursion?

What should participants know about the potential for harassment, violence, or discriminatory conduct at the location(s)? Are particular demographics at greater risk at the location(s)? Is there a history of incidents at the location(s)?



What can the trip coordinator(s) and participants do to minimize exposure to incidents of harassment, violence, or discriminatory conduct as described above? What is the general plan for intervening, mitigating, or reporting such incidences?



What else should participants know about the location(s) and activities that may affect their safety during the field excursion?

MEDICAL EMERGENCY CONTACT INFORMATION:

Name: _____ Relationship to participant: _____

Phone: _____ Alternate Phone: _____

I have read and understand the contents of this document, agree to the terms and conditions stated above, and confirm I am signing this agreement voluntarily.

PARTICIPANT NAME (please print)

PARENT/GUARDIAN NAME* (please print)

PARTICIPANT SIGNATURE

PARENT/GUARDIAN SIGNATURE*

DATE

DATE*