

Safe and Inclusive Working Environments Plan Guidelines for Off-campus Research

The University of Portland is committed to fostering a welcoming campus climate and establishes a robust array of learning opportunities that support internationalization, equity, and inclusion on campus and in the world. Discrimination, including harassment, is against University of Portland's values and mission and is not tolerated.

In support of this goal and in compliance with the National Science Foundation (NSF) policy to “foster safe and harassment-free environments wherever science is conducted” ([NSF 2023 PAPPG II-E.9](#)), the University of Portland requires this Safe and Inclusive (SAI) Work Environments Plan for all NSF proposals that include off-campus or off-site research. The proposed project must have a plan in place that will address abuse of any person, including, but not limited to, harassment, stalking, bullying, or hazing of any kind, whether the behavior is carried out verbally, physically, electronically, or in written form; or conduct that is unwelcome, offensive, indecent, obscene, or disorderly.

University of Portland Policies to Support Safe and Inclusive Working Environments

The University of Portland recognizes the challenges of examining systemic discrimination at our own institution and the need to lead by example by promoting engagement, collaboration, and full participation within and across the diverse communities who work, live, and learn together. Select policies from [Life on the Bluff](#), the student handbook, address discriminatory harassment, misconduct, and violence, hazing and initiation, bullying, and off-campus conduct. Other relevant policies include:

- [Harassment and Discrimination Policy](#)
- [Policy on Disability and Accessibility](#)
- [Requests for Disability Accommodation](#)
- [Title IX Sexual Harassment Policy](#)

Campus Training and Resources to Support a Safe and Inclusive Working Environment

University of Portland offers a range of resources for students, staff, and faculty designed to increase engagement and inclusion, provide opportunities for community building, and connect individuals with the support they need to succeed.

Required trainings include:

- [Get Inclusive: Voices for Change](#) (Required of students): Topics include Alcohol and Other Drugs, Hazing and Intimidation, Identities & Inclusion, and Consent & Sexual Violence.
- [Unlawful Discrimination, Sexual Harassment, Title IX & Workplace Violence Training](#) (Required of faculty and staff): Topics include: Guidance - what to do if you witness or experience potential unlawful discrimination, sexual harassment, or Title IX concerns; Supervisors' Responsibilities; Title IX; Recognizing and Responding to Issues of Workplace Violence.

Optional training and resources include:

- [Green Dot Training](#) (available to students and employees): Green Dot is an anti-violence initiative aimed at decreasing and preventing the occurrence of power-based personal violence, including dating and domestic violence, stalking, sexual assault and other forms of

- harassment, threat and intimidation toward an individual.
- [Title IX](#) Prevention, Education, and Training (information and training available to students and employees)

PROJECT SPECIFIC INFORMATION

The principle investigator (PI) should list the location where all off-site work or research will be conducted. “Off-site” is anywhere off the main University of Portland campus (the University of Portland campus includes the Franz River Campus). The PI should list any unique challenges with respect to safety and inclusiveness for the team. This may include physical or social environments the participants may be a part of.

Project-Specific Plan (2 page maximum)

Principal investigators must complete and sign the form below. All members of the project team (including third party participants) must receive and be trained on the project’s Safe and Inclusive Work Environment Plan. The form may be updated as project parameters evolve before the start of off-campus research activities.

Each project-specific Off-Campus Safe and Inclusive Working Environment Plan provides:

1. A brief description of the field/work setting and unique challenges with respect to safety and inclusiveness for the project team, such as the physical and social environments in which participants will find themselves;
2. Steps that the University and project principal investigator will take to nurture an inclusive off campus working environment, including processes to establish shared team definitions of roles, responsibilities, and culture, codes of conduct, trainings, and mentor/mentee regular check-ins;
3. Communication processes both within the project team and to the University;
4. Organizational mechanisms that will be used to report, respond, and resolve issues of harassment if they arise.

Instructions

1. Fill out, sign, and save a copy of this form for each NSF proposal that includes off-campus or off-site research.
 - PI Certification: By signing this document, you attest that you will distribute, discuss, and train anyone involved in your research project on your Safe and Inclusive Work Environment Plan.
2. Email a copy of the completed form to ehs@up.edu.
3. Provide a copy of this plan to all individuals participating in off-campus or off-site research prior to departure.
4. Update this form if activities change and provide the updated copy to all participants and ehs@up.edu.
5. Retain a copy of this plan and any subsequent versions with your other NSF proposal documents.
6. Submit a copy with your NSF proposal and/or report if required or requested.

OFF-CAMPUS SAFE and INCLUSIVE WORKING ENVIRONMENT PLAN

NSF Proposal Title:

Off-Campus Location:

Est. # Off-campus Participants:

Plan Date:

Est. Field Work Start/End Dates:

PI Name:

PI Cell Phone #:

PI Email:

1. Brief description of field setting and unique challenges regarding safety and inclusivity

2. Steps to Nurture an Inclusive Off-Campus Working Environment

Please list any steps you will take to nurture an inclusive off-campus work environment, including processes to establish shared team definitions of roles, responsibilities, and culture, codes of conduct, trainings, etc.

3. Communication Processes Within Team and to the University

Project participants will have access to the following communications pathways (include methods to reduce singular points of communication):

Participants will have personal phones and/or computer and regular internet or cell service AND/OR

Other (provide detail):

4. Organizational Mechanisms to Address Harassment or Abuse of Any Person and Other Conduct

Project participants may report experiences of harm to their PI or directly to the resources listed below. If the reporting individual reports the issue to the PI, the PI must take immediate steps to ensure the safety of the reporting individual, assess the situation, and formulate the most effective plan to eliminate further injurious actions. If any third-party partners are involved in off-campus research they will receive a copy of and be expected to comply with the UP SAI policy. Third-party partners may also report incidents to the PI and/or via the reporting mechanisms listed below.

In an Emergency:

- **notify local law enforcement or call 911**
- you may also notify University of Portland Campus Safety: 503-943-4444

For Anonymous Reporting:

- University of Portland anonymous reporting: to report an incident anonymously
 - Online Reporting through Lighthouse [here \(www.up.edu/hr/workplace-concerns\)](http://www.up.edu/hr/workplace-concerns)
 - 24-hour phone hotline: 1-844-446-0007

For Title IX Reporting:

- Email: titleix@up.edu
- Phone: 503-943-8982
- Online Reporting Tool available [here \(www.up.edu/titleix/contact\)](http://www.up.edu/titleix/contact)

Additional Reporting Options:

- Campus Safety: 503-943-7161 or campussafety@up.edu
- Local Police Services Phone: _____
- Local Medical Services Phone: _____

Additional Reporting Mechanisms Specific to Project: please list any project specific reporting methods or communication methods

4d: Plan Dissemination

The plan will be disseminated to individuals participating in the off-campus research prior to departure as follows:

PI Certification

As PI of the subject project, I understand that it is my responsibility to implement this plan, uphold University of Portland's related policies, and train any members of my project team on my SAI plan. I will share and discuss this plan with everyone engaged on my project team. The project team will be notified of the requirement to certify that they are aware of and have been trained to comply with the SAI plan. Should reports need to be made to the NSF according to their [notification requirements](#), this plan may be used as part of NSF's investigation and decision to continue funding of this project.

PI Name:

PI Signature:

Date: