

## Plan for Safe and Inclusive Working Environment for Off-Campus or Off-Site Research Under an NSF Award

The University of Wisconsin-Madison's (University) mission is to provide a teaching, learning, and working environment in which faculty, staff, students, and guests can discover, examine critically, preserve, and transmit knowledge, wisdom, and values that will improve the quality of life for all. To promote the institutional mission, the University is committed to creating and maintaining a campus community that is free from sexual harassment and sexual violence. The University also works to provide an environment free of discrimination, harassment, and retaliation for all students and employees.

The University's mission and values align with the [NSF policy](#) described in the NSF Proposal and Award Policies and Procedures Guide (NSF 23-1) to foster safe and harassment-free environments wherever science is conducted. The NSF policy requires that the University have a plan in place to address certain behaviors should they occur while off-campus or off-site research is conducted. NSF defines off-campus or off-site research as data/information/samples being collected off-campus or off-site, such as fieldwork and research activities on vessels and aircraft.

This document constitutes a plan for off-campus and off-site research that describes how the following types of behavior will be addressed:

- 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.

To promote a safe, inclusive culture, the University is taking the following steps.

- Requiring all students and employees to complete campus-supported training addressing issues of sexual harassment and sexual violence: [https://policy.wisc.edu/library/UW-146#Pol146\\_VIII](https://policy.wisc.edu/library/UW-146#Pol146_VIII)
- Providing resources to help create a healthy climate and prevent hostile and intimidating behavior: <https://hr.wisc.edu/hib/preventing-hib/>
- Offering regularly scheduled training sessions on the Hostile and/or Intimidating Behavior Policy and Process: <https://hr.wisc.edu/hib/training/>
- Collecting and making available policies, procedures, and resources on hostile and intimidating behavior: <https://hr.wisc.edu/hib/>
- Implementing policies and procedures for addressing prohibited behaviors, including:
  - Sexual Harassment and Sexual Violence: <https://policy.wisc.edu/library/UW-146>
  - Workplace Violence: <https://policy.wisc.edu/library/UW-5036>
  - Hostile and Intimidating Behavior Legislation (Academic Staff): <https://policy.wisc.edu/library/UW-727>
  - University Staff Hostile and Intimidating Behavior: <https://policy.wisc.edu/library/UW-5041>
  - Faculty Legislation II-332: Defining Language Describing Hostile and/or Intimidating Behavior: <https://policy.wisc.edu/library/UW-872>
  - Regent Policy Document 14-6. Discrimination, Harassment, and Retaliation: <https://www.wisconsin.edu/regents/policies/discrimination-harassment-and-retaliation/>
  - The above policies describe processes for how incident reports are made and how reports received will be resolved.

For \_\_\_\_\_ (*MSN or other reference number*), under the guidance of \_\_\_\_\_ (*PI Name*), in addition to the steps listed above, this plan will involve the following, as described below.

Description of off-campus or off-site research:

Steps to nurture an inclusive off-campus or off-site working environment, e.g., trainings:

Processes to establish shared team definitions of roles, responsibilities, and culture, e.g., codes of conduct:

Field support, e.g., mentor/mentee support mechanisms, regular check-ins, or developmental events:

Communications within the team and to the organization:

Any special circumstances, such as involvement of multiple organizations or the presence of third parties in the working environment:

I, \_\_\_\_\_ (*PI Name*), agree to disseminate this plan to individuals participating in the off-campus or off-site research prior to the commencement of the work.

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Signature

Date

March 2023