

New NSF Requirements for Safe and Inclusive Environments – PAPPG 2023

It is NSF policy (see Chapter XI.A.1.g.) to foster safe and harassment-free environments wherever science is conducted. NSF's policy recognizes that a community effort is essential to eliminate sexual and other forms of harassment in science and to build inclusive scientific climates where people can learn, grow, and thrive. Accordingly, for each proposal that proposes to conduct research off-campus or off site, the AOR must complete a certification that the organization has a plan in place for that proposal that describes how the following types of behavior will be addressed:

- a. 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
- b. Conduct that is unwelcome, offensive, indecent, obscene, or disorderly.

This plan should also identify steps the proposing organization will take 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; and field support, such as mentor/mentee support mechanisms, regular check-ins, and/or developmental events.

Communications within team and to the organization should be considered in the plan, minimizing singular points within the communications pathway (e.g., a single person overseeing access to a single satellite phone), and any special circumstances such as the involvement of multiple organizations or the presence of third parties in the working environment should be taken into account. The process or method for making incident reports as well as how any reports received will be resolved should also be accounted for. The organization's plan for the proposal must be disseminated to individuals participating in the off-campus or off-site research prior to departure. Proposers should not submit the plan to NSF for review.

The following pages contain Binghamton University's specific policy and a project-specific fillable form for PIs to use when creating a plan to enforce the policy in an off-campus setting.

Binghamton University Policy for Safe and Inclusive Environments

Researchers must review the following policy and establish a plan to enforce this policy while working in an off-campus setting.

Researchers working off campus must comply with SUNY Research Foundation ("RF") policies. All policies apply to all employees, applicants for employment, paid or unpaid interns, contractors, students, those with RF responsibilities, those who carry out business in the name of the RF, and third-parties conducting business with the RF while at an off-campus location. The RF does not tolerate any form of Sexual Harassment and all employees are required to conduct their work in a manner that prevents Sexual Harassment in the workplace, per the [policy](#). All SUNY RF employees are expected to take appropriate measures to ensure that prohibited conduct does not occur, and to report any suspected policy violations.

SUNY RF maintains a [Code of Conduct](#), which includes the 10 Pillars of Conduct for all RF actors, which demonstrates our commitment to promoting a safe, secure and healthy workplace, adherence to relevant law rules and regulations, high standards of professional conduct, mutual respect, and an inclusive workplace free of harassment and discrimination. Specifically, the Pillars include, inter alia,:

- Following the Law and reporting suspected violations;
- Acting Ethically and With Integrity, which includes acting according to the highest occupational and professional standards of conduct;
- Respecting our Community and Environment, which includes treating others in a thoughtful and courteous way; and
- Promoting a Diverse, Inclusive and Transparent Workplace, which includes being polite, fair and respectful, and avoiding all forms of discrimination, harassment, threats or violence.

The Code of Conduct reinforces that RF SUNY does not tolerate any form of abuse, intimidation, discrimination, retaliation, or harassment. Offensive, derogatory, harassing, discriminatory, and sexually explicit comments and behavior are not acceptable and will not be tolerated. Such behavior may result in disciplinary action up to and including termination of employment. The Code encourages employees to report suspected violations through multiple avenues, including an anonymous hotline.

The RF policies and procedures are complemented by SUNY system and Binghamton University campus policies, procedures and trainings.

Policies for Safe and Inclusive Environment

The RF has established policies for the prevention of sexual harassment to ensure a safe, inclusive, and respectful work environment that is free of Sexual Harassment, and to provide a means to address such misconduct.

The [Division of Diversity, Equity and Inclusion \(DEI\)](#), and ancillary units aim to foster an inclusive and equitable environment welcoming all students, faculty, staff and the local community. DEI provides training and programming that promote the core values of the University and division: unity, inclusion

and equity. DEI also offers support, mediation and guidance to all campus constituents regarding bias, inequality and discrimination.

[Students' Bill of Rights](#) - The State University of New York and Binghamton University are committed to providing options, support and assistance to students who have experienced sexual assault, domestic violence, dating violence, and/or stalking to ensure that they can continue to participate in college/University-wide and campus programs, activities and employment. All students who have experienced these crimes and violations, regardless of race, color, national origin, religion, creed, age, disability, sex, gender identity or expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status or criminal conviction, have the rights stated in the Students' Bill of Rights, regardless of whether the crime or violation occurs on campus, off campus, or while studying abroad.

Additionally, SUNY RF has an [Equal Employment Opportunity and Antidiscrimination Policy](#). The Policy establishes that discrimination and harassment on the basis of any protected characteristic is unlawful and will not be tolerated in the workplace and also prohibits retaliation against individuals who report violations and those who participate in an investigation relating to violations of the Policy.

Below is a list of relevant links that provide additional information and resources:

- [Office of Human Resources](#)
- Sexual Harassment [policy](#)
- [Nonretaliation Policy](#)
- [Harassment Policy](#)
- [Title IX](#)
- [Division of Diversity, Equity and Inclusion \(DEI\)](#)

Reporting Violations

Researchers must create a plan to ensure reporting procedures in off-campus locations are clearly established and communicated. Single-point contacts must be eliminated. Reporting procedures must comply with RF policies.

The Sexual Harassment policy provides a process to allow anyone to report any occurrence of sexual harassment or retaliation to their supervisor, manager, RF campus human resources office ("RF Campus HR"), campus diversity office, RF Operations Manager or Deputy Operations Manager, the RF Central Human Resources Office ("RF Central HR"), the Office of General Counsel, the Office of Internal Audit, or the Office of Compliance Services. The policy provides the process for investigating complaints of Sexual Harassment.

Complaints or concerns may also be filed anonymously through the [RF Ethics Hotline](#) online and clicking Report or by calling: 877-463-2179.

SUNY RF also has a [Resolving Discrimination, Harassment, and Retaliation Complaints](#) procedure. This provides for a process to allow anyone to report any occurrence of discrimination, harassment, or retaliation through multiple avenues of complaint, including an anonymous hotline. The Procedure indicates that the RF will ensure a prompt review of any such complaints.

Consequences for Violating Policies

An employee's obligations under this Policy include reporting any violations witnessed by the employee, regardless of whether the employee was the victim or target of the offending conduct. SUNY RF will take appropriate disciplinary action against any employee who violates this policy. Based upon the seriousness of the offense, disciplinary action may include verbal or written counseling, suspension, or termination of employment.

Any employee or individual covered by the Sexual Harassment Prevention Policy who is found to have engaged in Sexual Harassment or Retaliation will be subject to remedial and/or disciplinary action, up to and including termination of employment pursuant to the RF's [Progressive Discipline Policy](#).

Training to Prevent Harassment and Discrimination

The RF Sexual Harassment Prevention Policy requires that "All employees at all operating locations must complete Sexual Harassment training annually. New hires must complete Sexual Harassment training as soon as possible after hire." Training for Supervisors requires within the first 30 days that the new supervisor: review and certify the [RF Code of Conduct](#); review and certify adherence to the [RF Employee handbook](#); pass the training on Sexual Harassment Prevention Policy; and review the [RF Training Handbook](#). RF SUNY subscribes to the CITI Program, providing research ethics education to all members of the research community.

The RF also develops and makes available additional trainings such as but not limited to "[Saying 'No' to Power](#)" which provides training on: Recognizing the value of a strong ethical culture; identifying both unethical and ethical cultures in action; recognizing the consequences of both ethical and unethical cultures; and applying RF ethical principals in the workplace, and "[Power and Privilege in the Workplace](#)".

The policies and procedures are intended to be portable- e.g. the protections and tools are available to faculty, staff and students wherever they are undertaking RF administered work.

Links to additional training listed below:

- [Compliance Training](#)
- [Learning and Development Resources](#)
- [BizLibrary](#)

Offsite Plan for Safety and Inclusion

Instructions: Principle Investigators (PIs) must fill in this form in accordance to NSF's PAPPG Chapter II.E.9 - Safe and Inclusive Working Environments for Off-Campus and Off-Site Research. Projects that are performed off campus must comply with Research Foundation (RF) policies and guidelines as stated in the RF Safe and Inclusive Policy. This plan must be specific to this project and plan for contingencies at this project's location.

Offsite Project Members

Please provide the names and titles of the individuals who will be working offsite in performance of this project (Note: if you have unnamed individuals, please list title and/or role with a TBD, e.g. Graduate Research Assistant - TBD)

Plan

NOTE: All personnel must abide by the policies and procedures set forth in [Code of Conduct](#), [Students' Bill of Rights](#), [Policy on Sexual Harassment](#), and [Equal Employment Opportunity and Antidiscrimination Policy](#) regarding discrimination and harassment. For more information please see the [Title IX](#) Office website and [Division of Diversity, Equity and Inclusion \(DEI\)](#). Please refer to the Binghamton University Safe and Inclusive Policy for additional resources.

1. Please provide a brief description of the field setting and unique challenges for the team.

2. Please describe how the following behaviors will be addressed for personnel working off-site for any portion of performance of this project: 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.

3. Please describe how the following behaviors will be addressed for personnel working off-site for any portion of performance of this project: Conduct that is unwelcome, offensive, indecent, obscene, or disorderly.

4. Identify steps the proposing principal investigator(s)/project team will take to nurture an inclusive off-campus or off-site working environment for this project. (NSF examples include: trainings, processes to establish shared definitions of roles and responsibilities, culture, codes of conduct, field support, mentor/mentee support mechanisms, regular check-ins, developmental events.)

5. Please describe how you will ensure all affected employees have access to this plan and any related resources named herein prior to commencement of off-campus work.

6. How will communications within the team and to the school/college(s) or the institution(s) be handled, minimizing singular points within the communications pathway (e.g., a single person overseeing access to a single satellite phone).

7. How will any special circumstances such as the involvement of multiple organizations or the presence of third parties in the working environment be taken into account in supporting a safe and inclusive work environment off campus for this project?

8. Please describe the process or method for making incident reports as well as how any reports received will be resolved. (NOTE: The university provides a centralized mechanism for reporting of harassment through the [RF campus human resources office](#). Anonymous reporting can also be made through the [RF Ethics Hotline](#) or by calling: 877-463-2179.

Certification

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

Signature

Date