

Safe and Inclusive Working Environments Plan For Off-campus Research Activity

Middlebury is committed to creating and maintaining a diverse, equitable and inclusive campus environment where we value openness, curiosity, rigor, and equality. Discrimination, including harassment, is antithetical to our values and mission, and, therefore, Middlebury does not tolerate unlawful discrimination based on protected personal characteristics in its educational and employment environments.

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](#)), Middlebury requires this Safe and Inclusive (SAI) Work Environments Plan for all NSF proposals that include **off-campus or off-site research**. Middlebury certifies that the proposed project listed herein has 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.

This project-specific SAI plan provides:

1. A brief description of the field 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 College 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 organization(s) that minimize singular points within the communication pathway (e.g., a single person overseeing access to a single satellite phone)
4. Organizational mechanisms that will be used to report, respond, and resolve issues of harassment if they arise

This plan includes three sections: **Section A** provides specific details for the off-campus research component of the project described herein and should be submitted as part of the proposal submission process if requested. **Section B** outlines Middlebury policies that support safe and inclusive work environments, and **Section C** outlines campus trainings and other resources to promote safe and inclusive work environments. This entire plan should be distributed to each project team member at least one week prior to departure for the research site.

A. Project-specific Plan (2 page maximum)

Principal investigators must complete and sign the form below and distribute this entire document to all project team members and third-party participants. The form may be updated as project parameters evolve before the start of off-campus research activities.

Middlebury College
OFF-CAMPUS SAFE and INCLUSIVE WORKING ENVIRONMENT PLAN

NSF Proposal Title:

Est. # Off-campus Participants:	Est. Field Work Start/End Dates:
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PI Name:

PI Phone #:	PI Email:
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1. Brief description of field setting and unique challenges regarding safety and inclusivity

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

3. Communication Processes

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 OR
- Other (provide detail):

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

In the case of immediate safety concerns, notify local law enforcement.

- Local law enforcement: _____ or 911 for emergencies
- Middlebury College Public Safety: 802-443-5133
- For international sites - [Global Rescue App](#): “Check in” during a crisis or unsafe situation to alert key staff members of your whereabouts
- Access Middlebury’s [Civil Rights & Title IX](#) services:
 - Civil Rights & Title IX Coordinator, Butterfly Blaise Boire: 802-443-2147
 - Deputy Civil Rights & Title IX Coordinator, Taryn Moran: 802-443-5840
 - ([email: knowyourrights@middlebury.edu](mailto:knowyourrights@middlebury.edu))
 - MiddSafe Confidential Advocates: 802-377-0239 or <http://www.middlebury.edu/midsafe-online-advocate/>

4a: Harassment, Stalking, Sexual Misconduct, Violations of Discrimination Policy

<i>Reporting Process</i>	<i>Resolution of reports</i>
<p>Report experiences of harm directly to the PI in person or via phone or email. The PI will contact Middlebury’s Civil Rights & Title IX Office (https://www.middlebury.edu/title-IX/file-report-or-complaint).</p> <p>Should you wish to report to someone other than the PI, individuals may report directly to the Civil Rights & Title IX Office, either at the phone numbers listed above or through online forms which can be found under Reporting Options.</p>	<p>PI will take immediate steps to ensure the safety of the reporting individual and assess the situation to formulate the most effective plan to eliminate further injurious actions. The Civil Rights & Title IX Office will reach out to each person re: their experience/report and will provide the individual with options for supportive measures as well as reporting pathways, including options for formal investigations. Civil Rights & Title IX staff will assess risk, evaluate the urgency and need to remedy the situation for all impacted parties. What remedy/response is needed will be case-by-case and in partnership with the reporting individual.</p>

4b: Bullying, Hazing, and Other Unwelcome, Offensive, Indecent, Obscene, or Disorderly Conduct

<p>Report incidents directly to the PI in person or via phone or email. Should you wish to report to someone other than the PI, individuals may report directly to the Civil Rights & Title IX Office, either at the phone numbers listed above or through online forms which can be found under Reporting Options.</p>	<p>The PI will report the incident to the Civil Rights & Title IX Coordinator through the Official Reporting Form. The PI will work collaboratively with the Civil Rights & Title IX Coordinator (or designee), and/or other college officials to take timely steps to end the offensive behavior.</p>
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4c: Special Considerations

<p><i>Third Party Partners:</i> If third party partners are present at the off-campus research site, they:</p> <ul style="list-style-type: none"> • Will receive and are expected to follow Middlebury’s SAI Working Environments polices (Section B) • May also report incidences to the PI as listed above and/or follow their entity’s reporting structures <p><i>Other:</i></p>

4d: Plan Dissemination

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

PI Certification

As PI of subject project, I understand that it is my responsibility to implement this plan and to uphold Middlebury College’s related policies. Should reports need to be made to the NSF according to their [reporting 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:

B. Middlebury Policies to Support Safe and Inclusive Working Environments

Middlebury 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. Middlebury's Office of Institutional Diversity, Equity, and Inclusion (OIDEI) is positioned to lead our efforts, serving as a hub for education, support services, advocacy and accountability related to diversity, equity and inclusion. With the Board and Senior Leadership Group, OIDEI identifies institutional goals, advocates for change, and provides both transparency and accountability about our progress in working toward those goals. Relevant policies include:

- [Non-Discrimination Policy](#)
- [Title IX Investigation & Resolutions Procedure](#)
- [Americans with Disabilities Act Policy](#)
- [Community Bias Response Team Policy](#)
- [General Conduct Policy](#)
- [Policy Against Hazing](#)

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

Middlebury 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.

- All employees must complete the *Building a Safe and Inclusive Community* online course as a condition of employment. All students receive online programming through Safe Colleges. Content includes sexual harassment and sexual violence prevention, alcohol and other drugs, Title IX information, and other health and wellness topics.
- OIDEI hosts weekly open office hours where students, staff, and faculty can share concerns related to difficult issues, seek support related to climate barriers, explore potential strategies to address concerns, and access individual consultation to develop strategies for navigating and responding to difficult issues or for implementing equitable and inclusive practices.
- [DEI Workshops for Managers and Supervisors](#): Individuals who supervise full-time staff are invited to participate in a workshop series focused on understanding the role that identity (race, class, gender, ability, sexual orientation, religion, etc.) plays in the workplace.
- [Inclusive Practitioners Program](#): A continuing education program for faculty and staff, covering topics such as understanding and reducing barriers for first-generation students, managing power and privilege dynamics, how and why to use gender pronouns, and anti-racism as everyday practice.
- The [Community Bias Response Team](#) (CBRT) provides the Middlebury community with a system for reporting and responding to bias-related incidents, behaviors, and actions. CBRT assesses the impact of bias-related incidents on individuals and groups and coordinates responses utilizing education and restorative practices.
- The Coalition for Dismantling Antisemitism at Middlebury aims to create opportunities for students, staff, and faculty to learn more about antisemitism and how Jewish students experience it on campus and elsewhere. Please read this [statement](#) about our work and visit our [Resources on Antisemitism](#) page.
- The [Advisory Group on Disability, Access, and Inclusion](#) identifies ways to make Middlebury a more inclusive community, focusing on issues related to disability and people with disabilities.