

## **IARC Code of Conduct and Field Expectations:**

The International Arctic Research Center (IARC) is committed to working toward an environment that is free from any and all forms of discrimination and harassment. A key component of this commitment to equal opportunity is reducing workplace harassment, sexual or otherwise, based on, or because of, an individuals' race, color, religion, creed, sex, sexual orientation, gender identity, national origin, age, disability, pregnancy, veterans status, citizenship status, marital status, or any other reason prohibited by law. Such harassment, whether committed by IARC employees including sub-contractors, volunteers, students, staff, faculty, or administration will not be accepted. It is also IARC's policy to prohibit any and all forms of retaliation against any individual who has brought a complaint of harassment or discriminatory conduct.

### **Goals:**

- To provide a safe and inclusive working environment for all field members participating in field work associated with IARC. This includes sub-contractors, volunteers, students, staff, faculty, administration, or other members of collaborating institutions.
- To ensure that all field members participating in field work associated with IARC have appropriate resources to address and help resolve interpersonal conflicts of any nature, including sexual harassment and/or assault.
- To ensure rapid and effective means of communication and response at any time needed to ensure a safe working environment.

### **Expectations for all field campaigns:**

- All IARC field members are expected to uphold the highest standards of professional conduct and to treat everyone with respect regardless of their protected status including gender, race, sexual orientation, religion, and disability. Expectations for professional conduct hold true for the entirety of the field trip, regardless of location or duration, including transportation, meals, work/educational time, rest time, and recreational time.
- All IARC field members are responsible for ensuring a safe and respectful environment. All IARC field members are expected to undertake all required IARC, University of Alaska Fairbanks (UAF), or project-specific trainings. All IARC field members are expected to understand and adhere to IARC safety, security, environmental and human resources policies, including Title IX policies. **Sexual harassment is a specific form of harassment that includes unwelcome sexual advances or contact, gender stereotyping, pressure for sexual favors, relationship violence, date rape, non-consensual intercourse, and sexual assault. Any form of harassment, sexual or otherwise, or retaliation against any individual who brought a complaint of harassment will not be tolerated.**
- All field campaigns must designate an at the field site **Field Safety Officer (FSO)** and a UAF-based **Point of Contact (POC)**. The FSO and the POC are responsible for implementing all parts of the field campaign safety plan as well the IARC Field Code of Conduct. All field members must have access to a method of communication with the POC and other resources listed below.
  - If the field campaign involves collaboration (or working with) members from an outside department or institution, the FSO will meet with the FSO equivalent to communicate the IARC Field Code of Conduct and resolve any differences in institutional expectations. This meeting will occur prior to the start of field work. The FSO will communicate any differences in expectations to their field team.
- All field members are responsible for ensuring a safe and respectful work environment. If unsafe or unprofessional behavior is observed, field members are encouraged to respond by reporting to the FSO and/or POC. In the event that a safety or harassment issue occurs, the FSO and/or POC must take immediate action to remedy the situation. **The FSO and POC will include the person(s) whose safety was compromised in both the discussion and in remedying the situation.** All issues of harassment or discrimination (sexual or otherwise), regardless of how the issues are resolved in the field, must be reported to the UAF Title IX office.
  - If no acceptable remedy is achieved, the FSO will consult with the POC, project PI/leadership, and/or IARC leadership to implement a solution to obtain a safe and respectful work environment and may include implementing the exit/removal strategy. After team safety has been re-established, the FSO, POC, project PI/leadership and/or IARC leadership will follow up with UAF HR, UAF Title IX office, or the police.
- Prior to departing for field work, all field campaigns must have 'emergency exit' or 'removal' strategies in place in the event a safety issue (including environmental, accidents/injury, or harassment) arises. The cost of employing an emergency exit or removal will be covered by the project. The FSO and the POC have the authority to remove

## International Arctic Research Center Field Code of Conduct

someone from the field in case a safety issue arises. Emergency exit and removal strategies should be multi-pronged and maintain flexibility as there is no 'one size fits all' solution to any safety issue that could arise.

- IARC recognizes that healthy romantic/physical relationships can/do occur during field work. IARC has an *Ask Once* behavior guideline. The *Ask Once* guideline means a person can ask another person out once and only once. If the person being asked out does not respond with a 'yes' answer, that person cannot be asked out by the same person. "Asking out" includes (but is not limited to): hitting on, expressing interest, or making advances. A non-yes (or 'no') response includes (but is not limited to): brushing off the advance, not reciprocating in a positive way, or turning down the advance in any way.
- After returning from a field trip, the FSO or POC will check-in with all members of the field campaign and ask if they had any safety or behavior concerns. This can be an informal conversation or email exchange. At the end of the field season, a formal meeting will occur.
- All members of the field group will sign and carry a copy of the IARC Field Code of Conduct while on the field campaign. Additionally, if students are participating in the field campaign, all students and field members will carry a copy of the **Field Member Field Safety Rights** (located below) while in the field. A copy of the signed IARC Field Code of Conduct will be provided to the IARC travel personnel prior to departing on the field campaign.

Field Campaign Dates: \_\_\_\_\_

Field Campaign Location(s): \_\_\_\_\_

Designated On-Site Field Safety Officer (FSO): \_\_\_\_\_

FSO Phone Number(s): \_\_\_\_\_

FSO Email: \_\_\_\_\_

Other FSO contact information: \_\_\_\_\_

Designated IARC/UAF Point of Contact (POC): \_\_\_\_\_

POC Phone Number(s): \_\_\_\_\_

POC Email: \_\_\_\_\_

Other POC contact information: \_\_\_\_\_

Project Principal Investigator (PI): \_\_\_\_\_

PI Phone Number(s): \_\_\_\_\_

PI Email: \_\_\_\_\_

Other PI contact information: \_\_\_\_\_

Method(s) of communication to POC or other listed resources:

\_\_\_\_\_

\_\_\_\_\_

Removal and/or exit strategy:

\_\_\_\_\_

\_\_\_\_\_

Other trip specific safety information:

\_\_\_\_\_

\_\_\_\_\_

Name (printed): \_\_\_\_\_

Name (signature): \_\_\_\_\_

Date: \_\_\_\_\_

## International Arctic Research Center Field Code of Conduct

### **Resources available:**

- Talk with the Field Safety Officer or the IARC/UAF Point of Contact
- UAF Resource and Advocacy Center
  - website: <https://uaf.edu/woodcenter/services/rac/>
  - phone: 1.907.474.6360
- UAF Title IX office:
  - website: <https://uaf.edu/titleix/>
  - phone: 1.907.474.7300
- Interior Center of Nonviolent Living:
  - website: <http://www.iacnvl.org/>
  - phone: 1.907.452.2293 or 1.800.478.7273 (24/7 confidential support)
- National Sexual Assault Hotline:
  - website: [rainn.org/get-help/national-sexual-assault-hotline/](http://rainn.org/get-help/national-sexual-assault-hotline/)
  - phone: 1.800.656.4673 (24/7 one-on-one confidential support)
- International Crime Victim Compensation Directory:
  - website: <http://ovc.ncjrs.gov/findvictimservices/search.asp>
  - This is a directory designed to help victims of crime locate victim service agencies in the United States and abroad.
- **OTHER TRIP SPECIFIC CONTENT.** For example, police department numbers, AK State Troopers, NGEE Leadership team numbers, etc.

### **Student Field Safety Rights:**

**Students have the Field Safety right (UAF Dispatch Ph# 907-474-7721):**

- A) To be informed about the plans, nature of work and the risks involved with remote fieldwork.
- B) To express any general concerns about their safety and comfort, or that of the team.
- C) To safe accommodations with whom they are comfortable.
- D) To a social environment with which they are comfortable.
- E) To reasonable attempts to provide adequate shelter, equipment and food.
- F) To not be left alone in remote field settings if not desired.
- G) To carry remote field safety equipment, including communication devices.
- H) To request and obtain training if available.
- I) To be evacuated at no cost, if the student feels a title VIII or title IX violation has occurred and wants to return to town for safety reasons and/or to file a complaint.
- J) To be evacuated at no cost, if the student feels they are experiencing a medical emergency.
- K) To refuse to do activities they feel are unsafe or they are uncomfortable with.
- L) To exercise all of the above without retaliation or adverse effect on academic progress.

### **The following are considered violations of the IARC Field Code of Conduct:**

- All forms of sexual harassment including (but not limited to): unwelcome sexual advances, requests for sexual favors, other verbal or physical conduct of a sexual nature, and offensive comments related to gender, gender identity and expression, sexual orientation, physical appearance, and body size.
- All forms of sexual misconduct including (but not limited to): rape, sexual assault, sexual battery, sexual exploitation, and other forms of non-consensual sexual activity.

## International Arctic Research Center Field Code of Conduct

- Stalking: repeatedly following, harassing, threatening or intimidating by telephone, mail, electronic communication or social media.
- Patterns of inappropriate social contact, such as requesting/assuming inappropriate levels of intimacy with others.
- Dating and Domestic violence: emotional, verbal and economic abuse with or without the presence of physical abuse.
- Retaliation: Retaliation occurs when intimidation, threats, coercion or any other form of discrimination takes place against an individual who has brought a concern of safety, harassment or reported a possible violation.
- Deliberate misgendering or use of 'dead' or rejected names.
- Gratuitous or off-topic sexual images or behavior in non-appropriate spaces.
- Violation of the *Ask Once* behavior guideline.
- Any form of discrimination and violence.