# NSF Safe and Inclusive Work Environment Plan for Off-Campus or Off-Site Research

NSF proposals with off-campus or off-site work must certify that a Safe and Inclusive Working Environment for Off-Campus and Off-Site Research Plan will be in place for that project.

For this requirement, 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.

For any off-site or off-campus work on a proposed NSF project, the Principal Investigator must establish a plan 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;
- Identify steps the proposing principal investigator(s)/project team will take to nurture an inclusive off-campus or off-site working environment.

The PI is responsible for ensuring any individuals working at an off-site or off-campus location receive a copy of the plan before work begins at the location.

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**Resources available at Columbia University:**

Columbia University is committed to ensuring that its learning and working environments are free from all forms of discrimination and harassment. This expectation extends past the boundaries of the physical Morningside and Lamont campuses to all off-campus or off-site research conducted by Columbia faculty, Officers of Research, students, and staff.

Columbia creates safe environments by using and adhering to the policies and procedures outlined below.

**Gender-Based Misconduct and Title IX Policy:** Columbia University is committed to fostering an environment that is free from gender-based discrimination and harassment, including sexual assault and all other forms of gender-based misconduct. The Gender-Based Misconduct and Interim Title IX Policies and Procedures is one part of the University's multifaceted approach to eliminate gender-based misconduct from our community, which also includes educational programs; services and resources for those affected by gender-based misconduct; accessible, prompt, and fair methods of investigation and resolution of reports of misconduct; and protections designed to prevent against recurrence. The Gender-Based Misconduct Office (GBMO) will work with all affected by gender-based misconduct – including those bringing complaints, responding to complaints, or serving as witnesses – to ensure their safety and

promote their well-being. Where appropriate, the Office will assist with obtaining accommodations to provide support and relief.

**Non-Discrimination Statement and Policy:** Columbia University is committed to providing a learning, living, and working environment free from unlawful discrimination and harassment and to fostering a nurturing and vibrant community founded upon the fundamental dignity and worth of all of its members. Consistent with this commitment, and with all applicable laws, it is the policy of the University not to tolerate unlawful discrimination or harassment in any form and to provide those who feel that they are victims of discrimination with mechanisms for seeking redress.

The University prohibits any form of discrimination against any person on the basis of age; citizenship status; arrest or conviction record; caregiver status; color; credit history; creed; disability; familial status; gender (sex); gender identity; genetic predisposition or carrier status; lactation accommodation; marital status; national origin; pregnancy; race; religion; salary history; sexual or reproductive health decisions; sexual orientation; status as a victim of domestic violence, stalking, or sex offenses; unemployment status; veteran or active military status; or any other applicable, legally protected status in the administration of its educational policies, admissions policies, employment, scholarship and loan programs, and athletic and other University-administered programs and functions. Nothing in this policy shall abridge academic freedom or the University's educational mission. Prohibitions against discrimination and discriminatory harassment do not extend to actions, statements, or written materials that are relevant and appropriately related to course subject matter or academic debate.

This policy governs the conduct of all Columbia University faculty, officers of research, officers of the libraries, students, staff, and visitors that occurs on the University's campuses, in connection with University-sponsored programs, and in venues, such as academic conferences, in which an individual serves in whole or part as a representative of the University. This policy also governs conduct by Columbia University faculty, officers of research, officers of the libraries, students, staff, and visitors that creates, contributes to, or continues a hostile work, educational, or living environment for a member or members of the University community.

**University Code of Conduct:** Columbia University strives to ensure responsibility and accountability. We believe that every person at every level within our organization has an obligation to perform his or her duties with the highest degree of honesty and integrity. Only when this occurs can we ensure that we are meeting our obligations, observing our values and protecting our reputation.

In support of these principles, the University has established an Administrative Code of Conduct. The Code has been developed to promote an environment of respect that is central to the success of the University and the individuals who work here. In addition, the Code contains a Statement of Ethical Conduct. As this Statement provides, the University expects all Officers of Instruction, Officers of Research and Officers of Administration, support staff and students to maintain the highest standards of ethical conduct.