**RIT Project NSF Safe and Inclusive Working Environment Compliance Plan**

The Rochester Institute of Technology is committed to addressing harassment and fostering a safe and healthy work environment. Policies and expectations for proper conduct apply to all staff, faculty and students whether on-campus or working, doing research, or engaging in scholarly activities or study at an off-site location.

All parties to this proposal are aware of the NSF policy to “foster safe and harassment-free environments whenever science is conducted.” (NSF 2023 PAPPG Guide II-E.9]. Grantees are required, effective with proposals submitted 1/30/23 or later, to certify that the university has a plan in place that addresses off-campus research activities for that specific project, such that:

(1) Abuse of any person, including but not limited to harassment, stalking, bullying or hazing or any kind, whether the behavior is carried out verbally, physically, electronically, or in written form; and

(2) Conduct that is unwelcome, offensive, indecent, obscene, or disorderly

At RIT, even if conducting RIT research activities off-site all project personnel must abide by the policies and procedures set forth in RIT’s [Policy C6.0 Policy Prohibiting Discrimination and Harassment,](https://www.rit.edu/academicaffairs/policiesmanual/c060) [C.27.0 Policy on Title IX Sexual Harassment for Faculty Staff and Students,](https://www.rit.edu/academicaffairs/policiesmanual/c270) and [D.19 Student Gender-Based and Sexual Misconduct](https://www.rit.edu/academicaffairs/policiesmanual/d190-interim-policy-student-gender-based-and-sexual-misconduct-policy-title-ix). For more information or to file any report, please see the [RIT Title IX Office website](https://www.rit.edu/fa/compliance/title-ix#introduction).

This Plan must be distributed IN ADVANCE of any off-site research activities to all participating project personnel.

Project Specific actions (to be completed by PI)

1. Please provide a brief description of the off-campus or field setting, who will be present off-site, and any unique challenges for the team on this project. Clearly identify the person (e.g. co-PI), if other than the PI, who will be charged with meeting this overall compliance requirement in the off-campus setting.
2. Will any participants from other entities, or not part of RIT, be at the off-campus location? If so, how will 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?
3. If any personnel working off-site for any portion of performance **of this project** engage in 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, the PI will be responsible for the following minimum response.
   * Prompt removal of the individual(s) who engaged in this offending behavior from the off-campus research site;
   * Reasonable inquiry on the status of the alleged victim(s) of this behavior and whether they want to remain at the off-campus location or leave the site;
   * Reminder to all parties of the contents and requirements of this plan;
   * Prompt notification of RIT Title IX Office so they may begin their review of the matter.

Any additional project-specific considerations:

1. If any personnel working off-site for any portion of performance **of this project** engage inconduct that is unwelcome, offensive, indecent, obscene, or disorderly the PI will be responsible for the following minimum response.
   * Prompt separation of the individual(s) who engaged in this offending behavior from the alleged victims of this behavior;
   * A verbal reminder to all parties of the applicable RIT policies, this plan, and the requirements of professional decorum for research activities;
   * Assurance from the individuals who engaged in the offending behavior that they will not engage in this, or any similar behavior, or they will be promptly removed from the off-site location.
   * Reasonable inquiry on the status of the alleged victim(s) of this behavior and whether they want to remain at the off-campus location or leave the site;

Any additional project-specific considerations:

1. The proposing principal investigator(s)/project team will ensure an inclusive off-campus or off-site working environment **for this project by,** at a minimum:

* Holding a pre-travel meeting where this plan is reviewed;
* All parties clearly understand roles, responsibilities, and expected behaviors when off-site;
* Any training, support, or mentor/mentee mechanisms are discussed for project participants when off-site;
* All parties participating in the research activities know where they can report any offending behaviors when off-site.

Any additional considerations:

1. In addition to reporting to any PI or co-PI, is there a specific process whereby communications or reporting 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) ?

The university provides a centralized mechanism for reporting of harassment through the [RIT Title IX Office website](https://www.rit.edu/fa/compliance/title-ix#introduction). Reporting can also be made through the University Compliance Hotline by calling 866-294-9358 or 866-294-9572 (TTY). Or making a report [online](https://secure.ethicspoint.com/domain/media/en/gui/11003/index.html).