

Summary of Resources for Ensuring Safe and Inclusive Work Environments

About this Document

This **Summary Document** was prepared by the UM Office of Research and Sponsored Programs, in collaboration with Equal Opportunity/Regulatory Compliance (EORC), Human Resources (HR), and the Division of Diversity and Community Engagement (DCE), to summarize and refer investigators to university administrative infrastructure that is already in place to help ensure safe and inclusive working environments. UM investigators leading proposals to NSF that require a Safe and Inclusive Work Environment Plan are encouraged to familiarize themselves with available infrastructure summarized or referred to here when putting together their plans, and to share that plan, as well as a copy of the latest version of this summary document, with all team members and participants at the beginning of the project and at least annually throughout the project.

How to Use this Document

If you are a Principal Investigator developing a Safe and Inclusive Work Environment Plan, you may choose to borrow some language from this document and the referenced resources but you should also develop a unique plan that is specific to your own project environment and challenges. That plan should summarize how you, as the project leader, will leverage these and additional resources to maximize safety and inclusivity, and empower all team members to prevent, avoid, identify, report, and respond to any unsafe or hostile incidents that may be experienced, observed, or suspected during the project. Your plan should describe how you will ensure all team members and participants will have unencumbered access to these resources and reporting channels **from remote/field settings and environments where they may be working on the project.**

You may want to include excerpts from the following **boilerplate** texts in your Plan:

“The PI will share with all team members, at least one month prior to any remote site deployments or work, the University of Mississippi’s *Summary of Resources for Ensuring Safe and Inclusive Work Environments* document, which includes: summaries and links to 10 EO/RC and HR policies related to workplace safety, inclusiveness, and reporting; the names and contact information for key UM officials and officials in charge of ensuring workplace safety and responding to incident reports; and links to online resources describing other support and training available from various UM units.”

“This plan will be filed with the UM Office of Research and Sponsored Programs.”

You may want to use the **UM NSF Safe and Inclusive Working Environments Planning Form** to determine whether a plan is necessary and what to include:

<https://app.smartsheet.com/b/form/074c72431de041f6a84d5007fd1271f8>

PREVENTING AND REPORTING UNLAWFUL DISCRIMINATION OR HARASSMENT

What you and your team should know:

- The UM **Non-Discrimination and Sexual Harassment Policy prohibits unlawful discrimination**, including discrimination “on the basis of race, color, gender, sex, pregnancy, sexual orientation, gender identity or expression, religion, national origin, citizenship, age, disability, veteran status, or genetic information.”
- What constitutes **sexual harassment**, which is also prohibited by UM policy.
- That anyone believing they have been subjected to **harassment or unlawful discrimination** should **immediately report** this by contacting EORC at 120 Lester Hall, 662-915-7735, eeo@olemiss.edu.

What you might include in your plan: Proactive and responsive measures that you as PI will take to ensure that everyone on your team:

- knows what constitutes harassment or unlawful discrimination;
- knows how to avoid committing it;
- knows how to report it if experienced or observed;
- will feel empowered to report it; AND
- will be able to report it (especially from remote working environments).

This may include:

- periodically providing a copy of this Summary Document to everyone on your team;
- periodically sharing your Plan with everyone on the team;
- periodically sharing a copy of the **Non-Discrimination and Sexual Harassment Policy and Complaint Procedure** with your team;
- asking EORC to provide training to your team; and/or
- other measures specific to your own environment and challenges.

PREVENTING, REPORTING, AND SUPPORTING COMPLAINANTS, VICTIMS, OR SURVIVORS OF SEXUAL HARASSMENT, SEXUAL ASSAULT, STALKING, RELATIONSHIP VIOLENCE OR SEXUAL EXPLOITATION

What you and your team should know:

- UM does not tolerate or excuse sexual harassment, or other unwelcome sexual conduct or interpersonal violence, and adheres to effective, equitable, and fair procedures to investigate and adjudicate formal complaints containing allegations.
- Title IX is a federal law that prohibits discrimination based on sex in educational programs and activities. Prohibited conduct under Title IX includes sexual assault, sexual harassment, other forms of nonconsensual sexual conduct, relationship violence, and stalking.
- Both the University's **Title IX** and **Interpersonal Violence and Sexual Misconduct Policies** outline prohibited sexual misconduct, including sexual harassment, and stalking and relationship violence. The Title IX Policy applies only to conduct that occurs with a University program or activity. Both employees and students may be respondents under the Title IX Policy. The Interpersonal Violence and Sexual Misconduct Policy applies only to student respondents.
- The <https://umsafe.olemiss.edu/> website provides resources and information for individuals who are alleged to be the victim of conduct that could constitute sexual harassment (**complainants**), as well as individuals who have been reported to be the perpetrator of conduct that could constitute sexual harassment (**respondents**).
- Incidents of sex-based discrimination, sexual harassment, interpersonal violence, and other sexual misconduct may be reported to UM's Assistant Director of EORC/Title IX Coordinator (Honey Ussery) at 662-915-7045 or hbussery@olemiss.edu, or online through www.umsafe.olemiss.edu. Upon receiving these complaints, EORC/Title IX may launch a formal investigation into the reported allegations and will offer appropriate support and accommodations to the parties involved.
- **VIP: Survivor Support** at UM promotes awareness of the realities of sexual assault, intimate partner violence, stalking, and other forms of sexual misconduct; provides confidential advocacy to assist victim-survivors of sexual misconduct and other interpersonal violence; and serves as a liaison between the University and local resource groups. Victims-Survivors of gender-based or inter-relationship violence who wish to seek advocacy and confidential support (whether or not they have decided whether to file an official complaint) should contact Shelli Poole, Assistant Director for VIP: Survivor Support, at 662-915-1059 or sapoole@olemiss.edu.
- The **University Counseling Center (UCC)** is another confidential resource and may be contacted by phone at 662-915-3784.

What you might include in your plan: Proactive and responsive measures that you as PI will take to ensure that everyone on your team:

- knows what constitutes sexual harassment and other forms of unwelcome sexual conduct or interpersonal violence prohibited by UM policy;
- will only work in environments that are structured or managed in such a way as to minimize the opportunities for perpetrators to commit violations, and maximize the opportunities for victims to avoid, or escape from, and/or report inter-personal threats;

- knows how to report allegations of violations to EORC/Title IX for investigation;
- understands what resources are available not only for reporting but also for supporting victim-survivors of alleged sexual misconduct or relationship violence.

This may include:

- proactively requiring and reminding your team to access <https://umsafe.olemiss.edu/>;
- asking EORC/Title IX or VIP: Survivor Support to provide training to your team; and/or
- other measures specific to your own environment and challenges.

REPORTING BIAS, HARASSMENT, OR BULLYING

What you and your team should know:

- **Bias-related incidents are defined** as alleged threats or acts of harassment or intimidation, whether verbal, written or physical, that are motivated by a bias against a person or property in whole or in part because of that person's age, color, ability, marital status, national or ethnic origin, political affiliation, race, religion, sex (including pregnancy), socioeconomic status, gender identity, gender expression, sexual orientation, veteran status, family medical or genetic makeup or information, intellectual perspective, criminal background and potentially other identities or identifiers.
- **Reporting Campus Climate Concerns or Bias Incidents.** Members of the university community (including those working on your project) who have experienced or witnessed perceived/alleged incidents of bias based on a protected class are encouraged to complete an online reporting form at <https://dce.olemiss.edu/bert/>. This form will give you the opportunity to share the details of the incident including the impact it has had on you and/or others. The Bias Education & Response Team (BERT), a non-judicial team of faculty, staff, and administrators, will review all submissions to determine appropriate next steps, to connect those who have been impacted by bias incidents to the appropriate resources and support.
- To **Report Harassment or Bullying**, individuals should contact hr@olemiss.edu and someone will reach out to you.

LIST OF NSF LINKS AND RESOURCES RELATED TO SAFE AND INCLUSIVE WORKING ENVIRONMENTS

- NSF Q&As and Information Sessions on Safe and Inclusive Working Environments Requirements: <https://new.nsf.gov/events/safe-inclusive-working-environments-requirements>
- See also Chapter II Section E.9 of the new PAPPG (https://www.nsf.gov/publications/pub_summ.jsp?ods_key=papp).

LIST OF UM ONLINE RESOURCES RELATED TO SAFE AND INCLUSIVE WORK ENVIRONMENTS

- UM NSF Safe and Inclusive Working Environments Planning Form: <https://app.smartsheet.com/b/form/074c72431de041f6a84d5007fd1271f8>
- UM Safe: <https://umsafe.olemiss.edu/>

- Bias and Education Response Team: <https://dce.olemiss.edu/bert/>
- Division of Diversity and Community Engagement: <https://dce.olemiss.edu/>
- VIP: Survivor Support: <https://violenceprevention.olemiss.edu/>
- UM Policy Directory: <https://policies.olemiss.edu/>
- Human Resources: <https://hr.olemiss.edu/>
- EORC: <https://eorc.olemiss.edu/>
- UM Counseling Center: <https://counseling.olemiss.edu/>

LIST OF UM POLICIES RELATED TO SAFE AND INCLUSIVE WORK ENVIRONMENTS

Equal Opportunity and Affirmative Action Policy (EORC)

The purpose of this policy is to define the procedure for insuring compliance with federal regulations.

<https://policies.olemiss.edu/ShowDetails.jsp?istatPara=1&policyObjidPara=10847871>

Non-Discrimination and Sexual Harassment Policy (EORC)

The purpose of this policy is to provide the University's policy on non-discrimination and sexual harassment, and to provide the procedure for filing complaints related to unlawful discrimination and harassment on the basis of race, color, gender, sex, pregnancy, sexual orientation, gender identity or expression, religion, national origin, citizenship, age, disability, veteran status, genetic information, or any other legally prohibited form of discrimination.

<https://policies.olemiss.edu/ShowDetails.jsp?istatPara=1&policyObjidPara=10848182>

Consensual Relationships Policy (EO/RC)

This policy highlights the risks of sexual or romantic consensual relationships in the workplace or academic settings. Romantic or sexual consensual relationships between students and employees, as well as between supervisors and subordinates, who have authority or influence over aid, benefits, services, or the academic progress of that student may create an appearance of impropriety that is contrary to the values and interest of The University of Mississippi (UM). Certain consensual relationships are prohibited, while others must be disclosed and may also require that an individual recuse himself or herself from supervising or evaluating their partner. The purpose of this policy is to clarify appropriate student/employee and employee/employee consensual relationships.

<https://policies.olemiss.edu/ShowDetails.jsp?istatPara=1&policyObjidPara=12265854>

Title IX Policy (EO/RC)

This policy's purpose is to inform faculty, staff, and students of their rights under Title IX.

<https://policies.olemiss.edu/ShowDetails.jsp?istatPara=1&policyObjidPara=12352730>

Americans with Disabilities Act or ADA Policy (EO/RC)

This policy is intended to provide University employees and other interested persons with information related to the Americans with Disabilities Act (ADA).

<https://policies.olemiss.edu/ShowDetails.jsp?istatPara=1&policyObjidPara=10868401>

Protection of Minors Policy (EO/RC)

This policy is intended to provide the standard for providing a safe and secure environment for minors who participate in programs, events, camps, clinics, workshops, or other activities held at, sponsored by, or affiliated with the University.

<https://policies.olemiss.edu/ShowDetails.jsp?istatPara=1&policyObjidPara=11619450>

Interpersonal Violence Sexual Misconduct Policy (EO/RC)

The purpose of this policy is to promote a community of learning dedicated to nurturing excellence and intellectual inquiry and to provide students notice about their duty to respect the dignity of each person by refraining from prohibited behaviors. This policy outlines prohibited conduct, including sexual harassment and other types of sexual misconduct, as well as stalking and relationship violence.

<https://policies.olemiss.edu/ShowDetails.jsp?istatPara=1&policyObjidPara=12920847>

Safety Policy (Human Resources)

Safety regulations must be enforced, observed and unsafe conditions and practices should be reported.

<https://policies.olemiss.edu/ShowDetails.jsp?istatPara=1&policyObjidPara=10646380>

Violence-Free Workplace Policy (Human Resources)

The University of Mississippi's goal is to ensure the safety of all university campuses, facilities, activities, and events so that students, employees (faculty and staff), and visitors can work, learn, and enjoy an environment free from violence and threats. The purpose of this policy is to encourage all employees to report incidents of threats, aggression, and other prohibited behaviors and acts of any individual(s) on university properties to their immediate supervisor, University Police Department, and/or Human Resources. This policy lists prohibited conduct and outlines reporting responsibilities and procedures should a safety concern arise.

<https://policies.olemiss.edu/ShowDetails.jsp?istatPara=1&policyObjidPara=12170675>