University of San Diego®

Offsite Project Members

Please provide below the names and titles of the individuals who will be working offsite in performance of this project (Note: if you have unnamed individuals, please list title and/or role with a TBD, e.g. Graduate Research Assistant - TBD)

Plan

NOTE: All personnel must abide by the policies and procedures set forth in policy 2.2.2 Prohibiting Discrimination and Harassment. For more information, please see the EEO and Title IX website.

1. Please provide a brief description of the field setting and unique challenges for the team.

2. Please describe how the following behaviors will be addressed for personnel working off-site for any portion of performance of **this project**: 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.

3. Please describe how the following behaviors will be addressed for personnel working off-site for any portion of performance of **this project**: Conduct that is unwelcome, offensive, indecent, obscene, or disorderly.

4. Identify steps the proposing principal investigator(s)/project team will take to nurture an inclusive off-campus or off-site working environment **for this project**. (NSF examples include: trainings, processes to establish shared definitions of roles and responsibilities, culture, codes of conduct, field support, mentor/mentee support mechanisms, regular check-ins, developmental events.)

5. Please describe how you will ensure all affected employees have access to this plan and any related resources named herein prior to commencement of off-campus work.

6. How will communications 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).

7. How will any special circumstances such as the involvement of multiple organizations or 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**?

8. Please describe the process or method for making incident reports as well as how any reports received will be resolved. (NOTE: The university provides a centralized mechanism for reporting of harassment through the EEO and Title IX office. Anonymous reporting can also be made through the University Compliance Hotline via online form or toll-free phone at 1- 855-799-8305.)

Certification

I, _____(*PI Name*), agree to disseminate this plan to individuals participating in the off-campus or off-site research prior to commencement of their off-site work.

_____ _____

Signature Date