Introduction:

The Department of Earth and Planetary Sciences (EPS) and the teaching area of Environmental Science and Engineering (ESE) hold central the value that all members of our community are treated with respect and are provided equal opportunities for success in our educational and professional work environments.

The following code of conduct is intended to outline the expectations of all participants in travel-related activities, including but not limited to overnight field work, day travel for courses, annual undergraduate and graduate field trips, and professional travel for the purposes of data collection and regional/national meetings. The goal of this document is to provide written guidelines that promote a safe and inclusive work environment for all EPS/ESE field participants.

As a participant in EPS/ESE field work, you are expected to follow all state, federal, and international laws, as well as the specific guidelines laid out in the following code of conduct. Violations may result in sanctions, as outlined below. All EPS/ESE field participants are expected to become familiar with this code of conduct and to attend any required departmental or other training/orientation sessions before going into the field.

Code of Conduct:

1. EPS/ESE is committed to creating a safe, diverse, and inclusive work and learning environment free from discrimination, harassment, and assault. Harassing and discriminatory behaviors are not only inconsistent with University policy, but also the culture, values, and expectations of the EPS/ESE shared community. This includes harassment and/or discrimination on the basis of race, color, sex, gender identity, sexual orientation, religion, creed, national origin, age, ancestry, veteran status, disability unrelated to job requirements, genetic information, military service, pregnancy, or any other legally protected basis. There are many resources and options for field participants who believe they have observed and/or experienced harassing or discriminatory behaviors by fellow participants, trip leaders, or other individuals at any time during field activities. Available resources are outlined throughout this document.
2. All EPS/ESE field participants must comply with all Harvard University policies and procedures, as well as any trip-specific rules or guidelines.
3. All EPS/ESE field participants are expected to behave in a professional manner at all times during field work, conducting themselves with cooperation, respect, and thoughtfulness for others.
4. Failure to abide by this code of conduct may result in removal from the field, and depending on the severity of the incident, a revocation of future field opportunities and/or additional discipline. Anyone requested to end unacceptable behavior is expected to comply immediately. Some specific examples of violations include, but are not limited to:
   1. Physical and non-physical forms of harassment
   2. Excessive and/or underage alcohol consumption
   3. Use of illegal drugs/substances
   4. Unsafe behavior
5. All EPS/ESE field participants (including without limitation faculty, staff, postdocs, researchers, and graduate/undergraduate students) must be aware of and sensitive to power dynamics.
   1. It is prohibited for field participants engaged in a clearly defined supervisory relationship to share private accommodations.
      1. Private accommodations are defined as a closed-off space (such as a single hotel room).
      2. Restrictions on sharing accommodations do not apply to common spaces such as the SEA sailing ship or tents that house more than two people. Any questions about unusual travel situations can be directed toward the designated on-trip leader.
   2. It is prohibited for field participants to purchase alcohol or other legal recreational drugs for anybody with whom they are engaged in a clearly defined supervisory relationship.
6. In accordance with University policies and anti-discrimination laws, retaliation against those who report harassment or discrimination, either formally or informally, is prohibited.
7. All EPS/ESE field participants ordinarily are required to participate in one or more types of training (depending on the nature of the travel) before first going in the field. Each field trip will have at least one designated on-trip leader to whom participants can report any conduct-related issues. This person will have additional training to equip them to address any issues that may occur in the field. Training is mandatory and nonnegotiable.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereby agree to comply with this code of conduct and to follow any instructions provided in order to ensure the safety of all participants.

**Signature**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Date**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Resources for Field Participants:

The following people may help to connect participants with resources related to this code of conduct, and, if applicable, act to support field participants who report code of conduct violations. Please note that of the following resources, only SHARE Counselors and the Ombuds are confidential. In cases of allegations of sexual harassment or other sexual misconduct, the designated on-trip leader and designated on-campus contact (in their university capacity as mandatory reporters) will need to share concerns with the Office for Gender Equity (OGE). Generally, in response to such outreach, a Title IX Resource Coordinator will then reach out to all affected parties over email, offering support and resources. This outreach does not constitute filing a formal Title IX complaint.

The **designated on-trip leader** is an EPS faculty or staff member on any given overnight field trip. The **designated on-campus contact** is an on-call EPS staff member who is not on the field trip (whether overnight or day trip). You can report a code of conduct violation to either representative when applicable.

The **designated on-trip leader** is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The on-trip leader’s phone number is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The on-trip leader’s email address is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The **designated on-campus contact** is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The on-campus contact’s phone number is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The on-campus contact’s email address is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Sexual Harassment/Assault, Resources, and Education (SHARE):

SHARE Counselors provide a confidential space for the entire Harvard community. SHARE Counselors are available to support individuals in processing experiences of interpersonal harm, including sexual assault, harassment, interpersonal partner violence, and stalking. All staff in SHARE are licensed clinicians or Certified Rape Crisis or Domestic Violence Counselors, and disclosures to SHARE are confidential and privileged, with limited exceptions.

Please note that during an individual’s first appointment, a SHARE Counselor will review confidentiality.

For people who are seeking immediate support, the SHARE hotline is available at 617-495-9100. It is staffed 24 hours a day, 7 days a week. During the summer months of June, July, and August, SHARE hotline calls are forwarded to the Boston Area Rape Crisis Center (BARCC).

**Contact: Smith Campus Center, Suite 624;** [**oge\_share@harvard.edu**](mailto:oge_share@harvard.edu)**; 617-496-5636; 617-495-9100**

University Ombudsman Office:

Students, faculty, staff, and retirees may contact the University Ombudsman Office for help in managing and resolving workplace and/or academic issues. The Office is independent from University administration and works in an informal manner on a variety of issues, including sexual harassment. The Ombudsman can provide information about policies and resources and help you in identifying and assessing options for next steps.

Harvard has designated the University Ombudsman Office as a “confidential” resource, which means that the University Ombudsman does not need to notify a Title IX Resource Coordinator when they learn about potential incidents of sexual harassment or other sexual misconduct. However, if there is a criminal investigation or other type of external investigation or proceeding, the University Ombudsman may be required to reveal information that was shared with them.

**Contact:** [**university\_ombudsman@harvard.edu**](mailto:university_ombudsman@harvard.edu)**; 617-495-7748**