**NSF Safe and Inclusive Working Environment Plan for Off-Campus/Off-Site Research**

**Process Template**

**[Note that plans must reflect the work environment for the specific project. Therefore, plans developed for previous off-site or off-campus projects may not be appropriate for the current proposed project and thus need to be revised accordingly.]**

**1. Description of Field Setting and Unique Challenges for the Team**

[Describe where and the type of fieldwork or off-campus research that will take place. Describe any unique challenges, such as the lack of internet access or cell phone coverage, or circumstances that might necessitate special awareness training (e.g., participants are at sea without the ability to make contact with land, local transportation to a safe space is not available, variances in cultural norms).]

**2. Nurturing an Inclusive Off-campus or Off-site Working Environment**

[Describe plans to inform the off-site team of any trainings, codes of conduct, and incident reporting policies and procedures. How will the team know who, where, and how to access safety plan information and to report incidents? Consider including regular check-ins with team members individually and mentor/mentee support mechanisms. Any special circumstances such as the involvement of multiple organizations or the presence of third parties in the working environment should also be taken into account.]

**3. Communication**

[Describe the team’s access to communication on and off site. Singular points of communication should be minimized; plans should never have a single person overseeing access to a single satellite phone. Consider including local police and medical service numbers, as well as U.S. embassy and consulate contact information if needed.]

**4. Organizational Mechanisms for Reporting, Responding, and Resolving Issues of Harassment**

[At a minimum, include the following information:]

The [UWM Office of Equity/Diversity Services](https://uwm.edu/equity-diversity-services/) (EDS) provides confidential sexual misconduct [reporting](https://cm.maxient.com/reportingform.php?UnivofWisconsinMilwaukee&layout_id=13) and [Title XI resources](https://uwm.edu/titleix/get-help/) to all UWM faculty, staff, and students. [Survivor support and victim advocacy](https://uwm.edu/wellness/health-services/survivor-support/) is provided through the UWM Student Health and Wellness Center

UWM strongly encourages individuals who have experienced, have knowledge of, or have witnessed gender-based harassment, sexual harassment, sexual assault, sexual exploitation, stalking, dating and domestic violence, or other forms of sexual and related misconduct to report the incident immediately to the University. Reports can be made by (1) Contacting the University’s Title IX Coordinator during regular office hours by phone at 414-229-7012, email at titleix@UWM.edu, or by mail or in-person at the Office of Equity/Diversity Services, Mitchell Hall Rm. 359, 3203 N. Downer Ave., Milwaukee, WI 53211. (2) [Submitting an incident report online](https://cm.maxient.com/reportingform.php?UnivofWisconsinMilwaukee&layout_id=13). (3) Contacting the UWM Police Department at 414-229-9911 for emergency assistance.

Employees who are [designated as “responsible employees](https://uwm.edu/titleix/wp-content/uploads/sites/95/2022/02/Title_IX_Reporting_Sexual_Misconduct.pdf)” under UWM’s Sexual Violence and Sexual Harassment Policy must report certain information to the Title IX Coordinator. These reporting requirements are covered in UWM’s [Sexual Violence and Sexual Harassment Polic](https://apps.uwm.edu/secu-policies/storage/other/SAAP%205-2.%20Sexual%20Violence%20and%20Sexual%20Harassment%20Policy.pdf)y.

In addition, all individuals have the right to make a report to the University and to be protected from retaliation for reporting an incident. UWM has multiple avenues for reporting concerns:

* The [online Report It system](https://uwm.edu/deanofstudents/report-it/) can be used to report various concerns, including bias, sexual misconduct, student non-academic misconduct, and requests for student support.
* Allegations of discrimination and discriminatory harassment (including sexual violence and sexual harassment, stalking, sexual misconduct, bullying, hazing, and other unwelcome offensive, indecent, obscene or disorderly conduct) can be made directly to [UWM’s Office of Equity/Diversity Services](https://uwm.edu/equity-diversity-services/).
* The [UW System Reporting Hotline](https://secure.ethicspoint.com/domain/media/en/gui/58858/index.html) can be used to confidentially or anonymously report concerns regarding ethics, integrity, or compliance.
* For emergencies, including safety concerns, call the UWM Police Department at 414-229-9911.