

## IARC Code of Conduct and Field Expectations:

The International Arctic Research Center (IARC) is committed to working toward an environment that is free from any and all forms of discrimination and harassment. A key component of this commitment to equal opportunity is reducing workplace harassment, sexual or otherwise, based on or because of an individual's race, color, religion, creed, sexual orientation, gender identity, national origin, age, disability, pregnancy, veterans status, citizenship status, marital status, or any other reason prohibited by law. Such harassment, whether committed by IARC employees including subcontractors, volunteers, students, staff, faculty, or administration will not be accepted. It is also IARC's policy to prohibit any and all forms of retaliation against any individual who has brought a complaint of harassment or discriminatory conduct.

### Goals:

- To provide a safe and inclusive working environment for all field members participating in field work associated with IARC. This includes subcontractors, volunteers, students, staff, faculty, administration, or other members of collaborating institutions.
- To ensure that all field members participating in field work associated with IARC have appropriate resources to address and help resolve interpersonal conflicts of any nature, including sexual harassment and/or assault.
- To ensure rapid and effective means of communication and response at any time needed to ensure a safe working environment.

### Expectations for all field campaigns:

- All IARC field members are expected to uphold the highest standards of professional conduct and to treat everyone with respect regardless of their protected status including gender, race, sexual orientation, religion, and disability. Expectations for professional conduct hold true for the entirety of the field trip, regardless of location or duration, including transportation, meals, work (educational time, rest time, and recreational time).
- All IARC field members are responsible for ensuring a safe and respectful environment. All IARC field members are expected to undertake all required IARC, University of Alaska Fairbanks (\*AF), or project-specific trainings. All IARC field members are expected to understand and adhere to IARC safety, security, environmental and human resources policies, including Title I, policies. Sexual harassment is a specific form of harassment that includes unwelcome sexual advances or contact, gender stereotyping, pressure for sexual favors, relationship violence, date rape, non-consensual intercourse, and sexual assault. Any form of harassment, sexual or otherwise, or retaliation against any individual who brought a complaint of harassment will not be tolerated!
- All field campaigns must designate an at the field site Field Safety Officer (FSO) and a \*AF-based point of contact (POC). The FSO and the POC are responsible for implementing all parts of the field campaign safety plan as well as the IARC Field Code of Conduct. All field members must have access to a method of communication with the POC and other resources listed below.
  - If the field campaign involves collaboration (or working with) members from an outside department or institution, the FSO will meet with the POC equivalent to communicate the IARC Field Code of Conduct and resolve any differences in institutional expectations. This meeting will occur prior to the start of field work. The FSO will communicate any differences in expectations to their field team.
- All field members are responsible for ensuring a safe and respectful work environment. If unsafe or unprofessional behavior is observed, field members are encouraged to respond by reporting to the FSO and/or POC. In the event that a safety or harassment issue occurs, the FSO and/or POC must take immediate action to remedy the situation. The FSO and POC will include the person whose safety was compromised in both the discussion and in remedying the situation. All issues of harassment or discrimination (sexual or otherwise), regardless of how the issues are resolved in the field, must be reported to the \*AF Title I, office.
  - If no acceptable remedy is achieved, the FSO will consult with the POC, project PI (leadership) and/or IARC leadership to implement a solution to obtain a safe and respectful work environment and may include implementing the egress/removal strategy. After team safety has been re-established, the FSO, POC, project PI (leadership) and/or IARC leadership will follow up with \*AF / R, \*AF Title I, office, or the police.
- Prior to departing for field work, all field campaigns must have emergency egress or removal strategies in place in the event a safety issue (including environmental accidents, injury, or harassment) arises. The cost of employing an emergency egress or removal will be covered by the project. The FSO and the POC have the authority to remove

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someone from the field in case a safety issue arises. Emergency exit and removal strategies should be multi-pronged and maintain flexibility as there is no one size fits all solution to any safety issue that could arise.

- IARC recognizes that healthy romantic/physical relationships can occur during field work. IARC has an Ask Once behavior guideline. The Ask Once guideline means a person can ask another person out once and only once. If the person being asked out does not respond with a yes answer, that person cannot be asked out by the same

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### Resources available:

- Talk with the Field Safety Officer or the IARC (\*AF Point of Contact)
- \*AF Resource and Advocacy Center
  - [we#site4 https4\(\(uaf.edu\(woodcenter/services/rac/](https://uaf.edu/woodcenter/services/rac/)
  - phone4 1.; <=>=?@?<
- \*AF Title I, office4
  - [we#site4 https4\(\(uaf.edu\(title"1](https://uaf.edu/title1/)
  - phone4 1.; <=>=?@?<
- Interior Center of Nonviolent Living4
  - [we#site4 http4\(\(www.ianvl.org/](http://www.ianvl.org/)
  - phone4 1.; <=>A:.;@ or 1.B<<.>=B.==@ (:> (= confidential support)
- National Sexual Assault Hotline4
  - [we#site4 rainn.org\(get'help\(national'sexual'assault'hotline\(](http://rainn.org/get-help/national-sexual-assault-hotline/)
  - phone4 1.B<<.7A?.>=?@ (:> (= one-on-one confidential support)
- International Crime Victim Compensation Directory4
  - [we#site4 http4\(\(ovc.ncjrs.gov\(findvictimservices\(search.asp](http://ovc.ncjrs.gov/findvictimservices/search.asp)
  - This is a directory designed to help victims of crime locate victim service agencies in the \*nited &tates and a#road.
- - T / ) R TRI . & . ) CIFIC C - 8 T ) 8 T. For e" ample! police department num#ers! AD &tate Troopers! 8 E ) ) Leadership team num#ers! etc.

### "tudent Field "afety Rights:



### The following are considered violations of the IARC Field Code of Conduct:

- All forms of sexual harassment including (#ut not limited to)4 unwelcome sexual advances! re uests for sexual favors! IDn eal Pto)4@b)hnsao)4 tR(

Violation (on forms of 2 non-rs\*sCl sexual activity)

All forms of sexual harassment including (#ut not limited to)4 sexual assault (att r

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- Repeatedly following, harassing, threatening or intimidating by telephone, mail, electronic communication or social media.
- Patterns of inappropriate social contact, such as requesting (assuming inappropriate levels of intimacy with others).
- Stalking and domestic violence, emotional, verbal and economic abuse with or without the presence of physical abuse.
- Retaliation: Retaliation occurs when intimidation, threats, coercion or any other form of discrimination takes place against an individual who has brought a concern of safety, harassment or reported a possible violation.
- Deliberate misgendering or use of dead or rejected names.
- Gratuitous or off-topic sexual images or behavior in non-appropriate spaces.
- Violation of the Ask Once behavior guideline.
- Any form of discrimination and violence.