

Bill of Rights

Modified from the [Association of Polar Early Career Scientists](#)

The list below designates a set of liberties afforded to all team members throughout the course of the field campaign. By participating in this conversation, you are acknowledging these rights and agree to take no action to impede or hamper the listed rights for any and all team members.

- Right to respect, dignity, and professionalism
 - All team members have the right to not experience or bear witness to misconduct from other team members as defined by the Code of Conduct. Any accusations of misconduct must be taken seriously and acted upon swiftly with the consent of the victim.
- Right to privacy
 - All team members have the right to privacy that is respected by others as defined by the field scenario (i.e. private room or private bed). If private accommodation is not possible, all participants must be comfortable with the arrangements.
- Right to communicate
 - All team members have equal access to communication devices and will be guaranteed privacy when utilizing them.
- Right to anonymity
 - The anonymity of each participant will be respected, but will depend on the reporting route that they take.
- Right to rest
 - All team members have the right to rest if they are physically or mentally exhausted as long as doing so does not infringe on the safety or wellbeing of other team members. A team member taking rest does not preclude other team members from continuing to work, but should be communicated within the group.
- Right to safety
 - All team members shall have access to and training for safety equipment.
 - All team members have the right to refuse or pause work if they have not been adequately trained or if equipment is not provided.
 - All team members shall be provided visible proof of credentials and affiliation if requested.
- Right to data access
 - All team members shall have access to data which they collect for future publications unless explicitly agreed upon before the data was collected. Such data should be made easily available to all team members, for example through an online repository.
 - Any team member that independently collects data for their own project during a field campaign shall be consulted before those data are shared with other team members not associated with or participating in that project.

Code of Conduct

This code of conduct outlines the expected and unacceptable behavior for participating in the _____ field team. By signing below, you agree to the following code of conduct and accept the expressed consequences for violating them.

This code of conduct should be reviewed by each team member and read out loud as a group. To participate in science activities in a remote setting (hereby termed “fieldwork”), each team member should sign the document and have access to the signed copy through the length of the field campaign. This document should be amended to the needs and goals of the field team.

Expected Behavior

By participating in the _____ field team, you agree to adhere to the following expected behaviors. These expectations are designed to promote professionalism within the group to ensure a positive group experience and to facilitate the formation of a community dynamic where we respect and support each other.

General Expectations

- Participants will work and communicate as a team.
- Participants may need to be creative or solution-minded to adapt to new circumstances in the field.
- Participants must be prepared to work longer hours than normal in the case of unexpected setbacks. This should be properly communicated between the field leaders and the participants.

Team Interactions

- Be accepting of diverse viewpoints and allow all team members to express their opinions openly without judgment, if viewpoints are not discriminatory. Scrutinize ideas not individuals.
- Respect and be considerate of others without prioritizing some knowledges, such as western science, over others, such as local and Indigenous knowledge
- Allow all team members to partake in decision making and do not exclude others from meetings.
- Be honest and accountable. If you violate any forms of misconduct or fail to meet expectations in some way, be open with the team members, admit fault, and strive to do better.
- Avoid knowingly making false or misleading statement(s) (or engaging in activities) that could be or be viewed as offensive or defamatory to a team member, group, or organization.
- Be able to recognize and avoid machismo (overly aggressive or chauvinistic actions). Avoid promoting a culture where “roughing it” is seen as a rite of passage.
- Ask for help when you need it and respect those who ask for help. Recognize that people have different strengths and some disabilities are invisible.

Recognizing the Context of the Work

- Be aware of, and address your positionality, power, privileges, and values. This includes recognizing the colonial histories, cultural biases, and structural marginalization that may have led to your position within the field team.
- Respect the landscape where you are staying including the land, water, plants, and animals that live there. Recognize that you are a guest and reduce your impact by following “Leave No Trace” principles. This includes making your best effort to leave the landscape how you originally found it.
- Respect the culture and community of the people that live on this land. Make efforts to learn the culture and value the knowledge that the residents hold from their deep-rooted experience with this environment. This includes respecting Indigenous and traditional knowledge holders and explicitly asking permission to take photographs of people and use their stories, ideas, and information. Make efforts to share data with the community and build relationships for future collaborations.

Respecting Personal Boundaries

- Believe victims of misconduct through all stages of the reporting process, take seriously the impact of that misconduct, and respect their anonymity through the reporting process if they desire.
- Ask permission to take photos or record team members in any way, and only post photos or video on public platforms if consent has been given
- Follow the rules laid out by the station manager including respecting the property and facilities.
- Respect the safety of others.

Unacceptable Behavior

- Misconduct that is unacceptable includes:
 - Physical or verbal abuse, harassment, or assault
 - Example: Use of social or mainstream media to target team members in a way that could harm their privacy and/or reputation
 - Intimidation or bullying
 - Coercion/Manipulation
 - Threats (including but not limited to threats of violence, professional discreditation, unwarranted decreases in responsibilities, and public embarrassment.)
 - Gender, race-based, age-based, ability-based, or sexual harassment
 - Sexual misconduct including the inappropriate use of nudity and/or sexual images in a public space.
 - Example: Using an “Ask Once” policy in reference to any consensual sexual advances. This includes flirting, expressing interest, or making advances. If an individual does not reciprocate, then further advances are seen as harassment.
 - The use of hate speech directed at a minority group including comments about a person’s gender, gender identity, sexual orientation, disability, physical appearance, body size, race, religion, or national origin.
 - Example: Deliberately mis-characterizing a person's gender identity, including through the use of a name or pronoun that the person has rejected.

- o Behavior that endangers the mental or physical health and safety of oneself or others
 - Example: Disregard for the personal property of others
 - Example: Repeatedly disregarding responsibilities
- o Stalking
 - Includes online or social media stalking
- o Tampering with the proceedings of a misconduct report, including actions to inhibit, discredit, stop, or falsify the investigation of a misconduct case
- o Retaliation against a person or group reporting code of conduct violations
- All team members have the responsibility to report all instances of unacceptable conduct as defined above to the appropriate party and see that the issue is reported to the outside contact personnel. All instances of misconduct require reporting no matter the severity.

What to Do if You Have Experienced Inappropriate Behavior

Each situation is unique. You are entitled to the following (not exhaustive):

- Talk to anyone about your experience
- Change your mind about talking to anyone about your experience at any time
- Report to any of the reporting options listed below
- Bring someone with you to provide support during reporting or any resulting discussions
- To seek reasonable accommodations to ensure the success of your work
- To seek medical assistance

Reporting an Incident

Multiple reporting avenues are available to individuals at USC. Below is a list of individuals who you can disclose an incident you observed or experienced. This list includes individuals who can maintain communications throughout the field season and includes individuals in the field, at the home institution, and at the relevant research station. It is recommended that each group discuss their own reporting guidelines during any pre-fieldwork conversations. For more information on the reporting system at USC, please refer to the graphic in the Appendix.

- Team Science Lead(s): _____, Affiliation: _____, Contact Information: _____
- MEB Section Head: _____, Contact: _____
- MEB Graduate Student Director: _____, Contact: _____
- Institutional contact: Office of the Ombuds, Contact: _____
- Institutional contact: EEOTIX, Contact: _____
- Institutional contact: Office of Professionalism and Ethics, Contact: _____

Response to Reporting Code of Conduct Violation(s)

Concerns and reports will be addressed promptly by the personnel or office that the complaint was reported to. For a complete outline of potential outcomes and anonymity, please see the infographic in the appendix. The proper response will best protect the community from future harm.

Adverse action against a person or group as a result of a report will not be tolerated, and are subject to the consequences as outlined above.

Definitions

Bullying – Abusive conduct involving threatening, humiliating, or intimidating behavior directed at one or more people by one or more perpetrators that interferes with ability to work and is intended to cause physical or psychological harm.

Coercion – The use of threats or one’s positionality or power to persuade someone to do something.

Harassment – Defined as any unwelcome verbal or physical conduct based on race, color, religion, sex (includes sexual harassment and discrimination based on pregnancy), disability, age, national origin, sexual orientation, gender identity, and protected genetic information that is so objectively offensive as to alter the conditions of the individual’s employment. Harassment unreasonably interferes with an employee’s performance and can create an intimidating, hostile, or offensive work environment.

Retaliation – Adverse employment, academic or other actions against anyone reporting a violation of this code.

Sexual Harassment – Includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when the conduct is made as a condition of employment and when the conduct creates an intimidating, hostile, or offensive working environment.

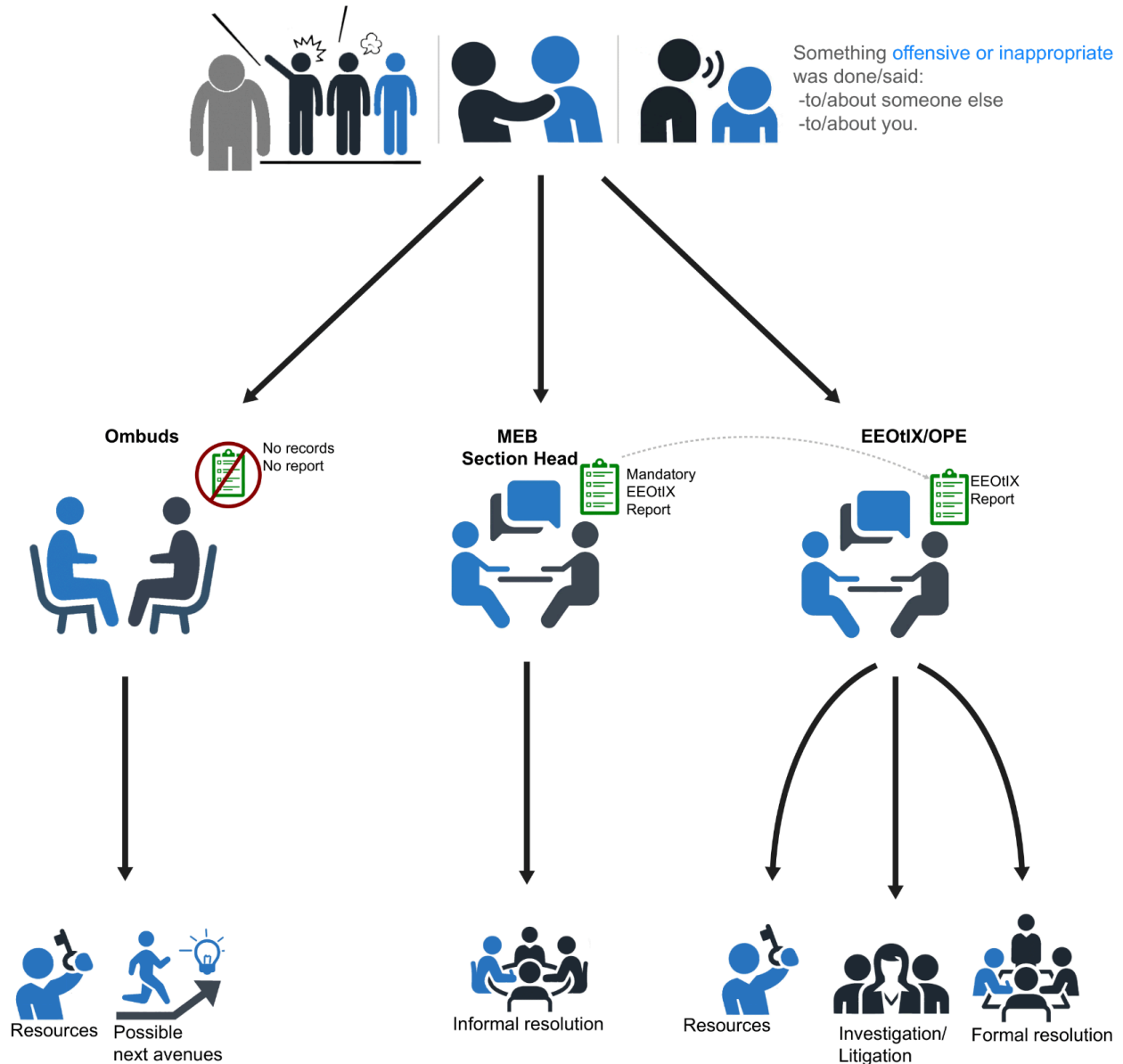
Stalking – Defined as repeatedly following, harassing, threatening, or intimidating including by telephone, mail, electronic communication, or social media.

Source:

<https://www.apecs.is/diversity-equity-inclusion/field-code-of-conduct.html>

Appendix Reporting Infographic

Harassment: Possible Avenues and Outcomes



Resources: Anything offered by the university to aid you in your unique situation. Examples: conflict management training, group training, and confidential mental health resources.

See <https://eootix.usc.edu/report/confidential-and-private-resources/> and <https://ombuds.usc.edu/resources/>.

Formal Resolution: Documented incident and resolution between parties at the university level.

Informal Resolution: Takes the form of an agreement between individuals facilitated mitigating actions facilitated or taken by leadership at the section level.

I experienced a negative incident, what are my options?

Ombuds	Mandatory Reporters*		
	Section leadership	EEO-TIX	Office of Professionalism & Ethics
Scope			
Any issue	Any issue	Incidents related to a protected class, e.g. race, gender	Non-protected class incidents, e.g. a toxic environment, but integrated with EEO-TIX and will transfer issue if warranted
Anonymous?			
Yes	No	Yes, if reported through OPE platform, but this limits possible support services	There is an anonymous reporting option
Reporting Options			
None. The office does not retain any records.	At this point, MEB does not retain open records of incidents. There may be periodic climate surveys and there is an exit survey in which you can choose to anonymously (or not) make a report	An initial report is akin to 'ringing a doorbell'. EEO-TIX retains this information and will offer support services, but you must proceed to additional meetings to formalize a report and indicate if you are open to opening an investigation.	An initial report is akin to 'ringing a doorbell'. OPE/EEO-TIX retains this information and will offer support services, but you must proceed to additional meetings to formalize a report and indicate if you are open to opening an investigation.
Outcomes			
Cannot advocate or really "do anything" to affect policy or behavioral change in others, they only advise visitor of options and give tools for conflict resolution. They can summarize available reporting mechanisms. There is no guarantee your complaint will be elevated to higher levels for data aggregation, even in the event of a serious offence.	Incidents or harassment or discrimination will be elevated. Leadership can arrange for mediation or follow up actions at the request of the person making the report.	Your information will be recorded whether or not an investigation is pursued. You will receive a range of support services. If a formal investigation** is pursued, USC, Dornsife, BISC, and/or MEB leadership may be involved and notified of findings and recommendations when the process is complete.	Your information will be recorded whether or not an investigation is pursued. You will receive a range of support services. If a formal investigation** is pursued, USC, Dornsife, BISC, and/or MEB leadership may be involved and notified of findings and recommendations when the process is complete.

If you do not receive a response from these offices within a reasonable time frame (e.g. one week) consider reaching out again as we know of instances where errors have occurred.

*These individuals are mandatory reporters who are obligated to elevate information regarding abuse and harassment to the relevant authority (e.g. EEO-TIX)

**Note that for investigations to return a decision, the legal burden of proof must be met.