**A Plan to Promote Safe Environments When Conducting NSF-supported Research Off-Campus or Off-Site**

The University of California is committed to creating and maintaining a community dedicated to the advancement, application, and transmission of knowledge and creative endeavors through academic excellence, where all individuals who participate in University programs and activities can work and learn together in an atmosphere free of harassment, discrimination, or intimidation.

The University of California has [Principles and Policies](https://compliance.ucsf.edu/ucsf-researcher-code-conduct) that prohibit discrimination, harassment, sexual harassment/sexual violence, abuse of any person including harassment, staking bullying, or hazing of any kind whether verbal, physical, electronic or in writing; and conduct that is unwelcome, offensive, indecent, obscene, or disorderly.

The [UC Anti-Discrimination Policy](https://policy.ucop.edu/doc/1001004/Anti-Discrimination) (“AD Policy”) prohibits discrimination and harassment on the basis of race, religion, color, citizenship, national or ethnic origin, ancestry, sex, (including pregnancy, childbirth, lactation or related medical conditions), gender, gender identity, gender expression, gender transition, sexual orientation, physical or mental disability (including having a history of a disability or being regarded as being disabled), medical condition (cancer-related or genetic characteristics), predisposing genetic information (including family medical history), marital status, age (at least 40 years of age), or veteran or military status. The [UC Sexual Violence and Sexual Harassment Policy](https://policy.ucop.edu/doc/4000385/SVSH) (“SVSH Policy”) addresses sexual violence, sexual harassment, and retaliation (“Prohibited Conduct”). This policy outlines the University’s responsibilities and procedures related to Prohibited Conduct in order to ensure an equitable and inclusive education and employment environment free of sexual violence and sexual harassment. Both policies apply to all University faculty, staff, students (undergraduates, graduates, and professional students), and third parties who participate in University programs and activities. The [UC Abusive Conduct in the Workplace Policy](https://policy.ucop.edu/doc/4000701/AbusiveConduct) prohibits abusive conduct and addresses the University’s responsibilities and procedures related to Abusive Conduct and Retaliation for reporting or participating in an investigation or other process provided in this policy.

UCSF will respond promptly and effectively to reports of harassment, discrimination, and Prohibited Conduct and will take appropriate action to prevent, stop, and remedy conduct that violates the Policy.

**Reporting Incidents of Harassment, Discrimination, Prohibited Conduct, or Abusive Conduct**

In the event that a participant has a concern related to discrimination, harassment, sexual harassment, or sexual violence while working on an off-campus or off-site NSF-funded research, that person may report an incident to the UCSF Principal Investigator (“PI”), the UCSF [Office for the Prevention of Harassment and Discrimination](https://ophd.ucsf.edu/) (“OPHD”), and/or the [National Science Foundation Office of Equity and Civil Rights](https://www.nsf.gov/od/oecr/) (“NSF OECR”).

* If a person reports an incident to the PI, the PI will immediately report the concern to OPHD, the UCSF office responsible for responding to reports of harassment, discrimination, sexual harassment, or sexual violence.
* Alternatively, a person can report an incident directly to OPHD by calling 415-502-3400 or submitting a report to OPHD@ucsf.edu. Someone from OPHD will respond promptly, in accordance with UC policies. For more information about OPHD, see: <https://ophd.ucsf.edu/>.
* If a person believes a crime may have occurred, that person should submit a report to the local law enforcement agency for incidents that occur off-campus or off-site. In an emergency, dial 911 for assistance. For additional information about how to report a crime see: <https://police.ucsf.edu/report-crime>.
* In addition to reporting to the PI and/or OPHD, a person with questions, concerns or complaints related to harassment and discrimination may also make a report to the National Science Foundation Office of Equity and Civil Rights (“NSF OECR”). Information about how to file a complaint with NSF OECR can be found at: <https://www.nsf.gov/od/oecr/>. Filing a complaint with the PI, OPHD, or the police is not required before filing a complaint of harassment or discrimination with NSF OECR and seeking assistance from the PI in no way prohibits filing complaints with NSF OECR.

Whether or not a person chooses to report an incident to PI, OPHD, and/or law enforcement, free and confidential support is also available through the [UCSF](file:///C%3A/Users/tierneya/AppData/Local/Microsoft/Windows/INetCache/Content.Outlook/8HNNIW1Z/care.uci.edu) [CARE](https://careadvocate.ucsf.edu/) Office, which provides support to those who have experienced sexual harassment, sexual violence, other sexual misconduct, and racial harassment and discrimination. For non-urgent questions or appointments, call the CARE Office at 415 502-8802 or CARE@ucsf.edu. Additional information about rights and confidential support resources for persons involved in incidents of sexual violence or relationship violence can be found in the [UCSF Rights, Options & Resources](https://ophd.ucsf.edu/sites/g/files/tkssra9441/f/Rights_Options_and_Resources_1-11-2024.pdf) guide, which includes information about local, community-based organizations with advocates available 24 hours a day.

Allegations of abusive conduct can be submitted to the Office of Ethics and Compliance via email at Whistleblower@ucsf.edu, or anonymously through the [Whistleblower Hotline website](https://secure.ethicspoint.com/domain/media/en/gui/23531/index.html) or by calling 1-800-403-4744.

**Strategy to communicate safety plan**

Information contained in the Safety Plan will be available to individuals participating in the off-campus or off-site research via the project website (if available) and/or included as part of project materials provided to participants prior to departure, either digitally or in print form with project information and instructions.

Any allegation that arises from an incident at an off-campus or off-site NSF-funded research project will be documented and addressed in accordance with the procedures described in the Safety Plan and shared with the PI on a need-to-know basis. The campus Title IX Officer or designee will be available to consult with the PI about concerns specific to their research project prior to and during the off-campus or off-site research activity to ensure a safe respectful environment for all participants.

Additionally, all NSF sponsored and/or supported off-campus or off-site research activities must be conducted at accessible sites, as outlined by section 504 of the Rehabilitation Act of 1973 and, as applicable, the Americans with Disabilities Act of 1990. Sites will be contacted prior to the research activity to ensure accommodations for any individuals with disabilities.