

University of Alaska Fairbanks - Toolik Field Station

Sexual Misconduct Policy

Goals

- **Provide a safe and respectful environment for all Toolik Field Station (TFS) residents. This includes staff, faculty, researchers, students, contractors, technicians, visiting classes, interns, guests, volunteers, etc.**
- **Ensure all TFS residents have access to resources and support for addressing and resolving interpersonal conflicts, including gender-based discrimination, harassment and sexual assault.**
- **Detail specific reporting procedures to enable rapid communication and response in the event that any resident feels unsafe.**

Expectations

Everyone at Toolik Field Station has the right to be free from discrimination, unlawful harassment, sexual misconduct, and violence. Title IX is a federal law that gives everyone the right to equal access to education and employment in the absence of sexual harassment and gender discrimination. During your stay at TFS you are expected to follow the law, as well as specific guidelines laid out in TFS policies and the Code of Conduct. Residents and employees are expected to conduct themselves in a manner that does not infringe upon the rights of others. Violations will result in serious sanctions.

Unacceptable behaviors

The following behaviors are considered violations of the TFS Code of Conduct:

- **Sexual Harassment** includes unwelcome sexual advances, requests for sexual favors, other verbal or physical conduct of a sexual nature, and offensive comments related to gender, gender identity and expression, sexual orientation, physical appearance, and body size.
- **Sexual Misconduct** includes rape, sexual assault, inappropriate touching, sexual battery, sexual exploitation, coercion, and other forms of non-consensual sexual activity.
- **Stalking** is repeatedly following, harassing, threatening, or intimidating including by telephone, mail, electronic communication, or social media.
- **Patterns** of inappropriate social contact, such as requesting/assuming inappropriate levels of intimacy with others.
- **Dating and Domestic Violence** includes emotional, verbal, and economic abuse with or without the presence of physical abuse.
- **Retaliation** is adverse employment, academic or other actions against anyone reporting a violation of this policy (including reporting to any TFS staff, management team member, police, or Title IX office).
- **Title IX Violation** is the collective term used for incidents involving discrimination, harassment, sexual harassment, sexual misconduct, stalking, dating violence, domestic violence, and/or retaliation.

- **Power-based personal violence** occurs when an individual asserts power, control, or intimidation in order to harm another. This includes relationship/partner violence, sexual assault, and stalking.
- Deliberately mis-characterizing a person's gender identity, including through the use of a name or pronoun that the person has rejected.
- Gratuitous or off-topic sexual images or behavior in spaces where they're not appropriate at the field station.
- Violating the Ask Once policy (defined below)

Ask Once policy - it is generally appropriate to ask someone out once, but no more than once. TFS follows **Ask Once** as a behavioral guideline. The **Ask Once** guideline means that you can ask someone out once, and if they do not say yes, you cannot ask them out again. Asking out includes hitting on, expressing interest, and making advances. If someone brushes off the advance, does not reciprocate in a positive way, or turns down the advance in any way, it must still be considered a "no". This guideline is intended to inform the behavior of someone interested in another resident of TFS, give people a simple way to judge when they are being harassed, and give TFS management a tool in which to evaluate a resident's behavior.

Reporting options

Individuals at TFS have multiple reporting avenues. No matter your home institution or affiliation, you can report an incident that you experienced, observed, or were told about, in the following ways (contact information listed under **Important Contacts** below):

- Disclosure to the on-site **Camp Manager**
- Disclosure to any member of the **TFS Management Team**
- Disclosure to any **TFS staff member**
- Disclosure to the **Scientific Liaison** (see explanation of this position in the TFS Code of Conduct http://toolik.alaska.edu/user_guide/policies.php)
- Disclosure to the **UAF Title IX Office (office of Diversity and Equal Opportunity)**
- Disclosure to police (911)
- Confidential reporting and support resources are listed under **Important Contacts** below

Residents will not be penalized for violations of the TFS alcohol or drug policy that are disclosed as part of a sexual misconduct report.

What happens after a report is made

Reporting to any of the listed options above will result in disclosure to the TFS Management Team and the UAF Title IX office, who will work together alongside the individual who was harmed to determine a course of action. It is important to note that *all* TFS staff and UAF employees are "responsible employees." This means they are required to report anything they experience, see, or hear about to UAF's Title IX office. The next step in the UAF Title IX office process is that an investigator from their office will conduct outreach to the target of the inappropriate behavior, which includes providing resources for support. They will then ask this individual if they want the office to move forward with an investigation. The target is in control of the process at this point. If they do not want an investigation to move forward, *it will not*. The

only way that an investigation will move forward *without* the support of the targeted individual is if:

- 1) The incident was part of a larger pattern at TFS (one example is if multiple individuals reported the same person for comments that constituted sexual harassment or discrimination);
- 2) The accused individual has a history of violence, sexual violence, arrest, or the incident was committed by multiple perpetrators;
- 3) The incident was perpetrated with a weapon, included physical violence (such as hitting, restraint, pushing, or kicking), or the threat of violence;
- 4) The affected individual is a minor;

In the event of an investigation, if the individual causing harm is from an institution other than UAF, the UAF Title IX office will coordinate with the Title IX office at the individual's home institution. Toolik Field Station is a grantee institution of the National Science Foundation (NSF). As such, information about any findings of sexual or other type of harassment and actions taken by TFS will be provided to the NSF. See [NSF Important Notice No. 144](#) for additional information.

The target will *always* be included and informed of the results of their disclosure, any action that is taken, and the results of an investigation.

Potential TFS Actions

TFS management has the ability to take immediate and long-term actions to ensure the safety of TFS residents. Immediate action could include changes in housing or lab assignments and other options up to removal from camp of any staff member, contractor, member of the scientific community, or other resident. Long-term actions occur once an investigation is completed. Dependent on the finding, TFS management may choose to change the immediate action that was taken, and/or implement longer term actions and sanctions, up to trespass from TFS.

After an incident is brought to our attention, TFS management will include the target in their discussion about how to make the environment safe again. Multiple options are available. For example, if the target needs support in talking with someone about inappropriate behaviors, TFS management will either directly mediate, or find resources to support the mediation of, the conversation. If the target says they do not feel safe being at TFS with another person, then TFS management will work with the target to find an acceptable arrangement (such as housing or laboratory changes, mediation, up to removal from the station). It is important to the personal and professional growth of all TFS residents that you feel safe at the field station. If you do not feel safe and need an accommodation, please let us know. There are many options.

What to do if someone discloses to you (and you are not a UAF-affiliated mandatory reporter - TFS staff receive specific training)

If a friend discloses that they have been targeted by sexual misconduct, there are a number of ways in which you can support them:

- Tell them that you believe them, that you support them, that it is not their fault, that no one deserves to be targeted by such behavior.
- Provide them with the list of contact information and resources included in this document.
- Ask if they want your help in finding out what their options are.
- Ask what else you can do to help.
- Respect their decision not to talk with you if they don't want to.

It is common for survivors of sexual assault not to initially name what happened to them as rape or abuse although they may recognize harmful behavior. Over time, as they feel safer, they may try to understand the experience through talking about it. The support of a friend can be extremely beneficial in the healing process.

Remember that the well-being of the person who was harmed must be prioritized. Reporting an incident to police or others without the support or knowledge of the person who was harmed could be more traumatic than helpful. If you are UAF staff or faculty, you are a "responsible employee" and must report to the UAF Title IX office. As described above, this means that the office will conduct outreach to the person harmed, and then it is *still* their decision whether to have an investigation move forward, or not. The individual who was harmed has the right to make the decision to have an investigation move forward or not.

What to do if you have been sexually assaulted, or targeted by sexual misconduct

We support you. You have the right to:

- Talk to anyone about your experience;
- To not talk to anyone about your experience (silence can make the healing process more difficult, and we encourage you to reach out to a trusted friend or one of the resources listed below);
- Change your mind about talking to anyone about your experience at any time;
- Report to the TFS Camp Manager, the police, or any of the other reporting options listed above;
- Bring someone with you to provide support during reporting or any resulting discussions;
- To seek reasonable accommodations to minimize the impact of the experience on the success of your work at TFS;
- To seek medical assistance, including medical care and a medical forensic exam.

This is not intended to be a comprehensive list.

What to do if you see something inappropriate

The most effective way we can prevent harm to any member of our community is by looking out for each other. All TFS community members are expected to share in the responsibility of creating a safe environment and to act when they witness behavior that could be harmful to others. In any potentially harmful situation there are often other individuals along the way who

recognize there is a problem and have the ability to step in and help the targeted individual. Bystander intervention training programs provide tools to help bystanders act effectively in the way that works best for them. **Active bystanders** are individuals who take the responsibility to act when they see something or hear something that makes them uncomfortable. Several TFS staff members are certified Green Dot trainers (Green Dot is one type of bystander intervention training). We will be hosting trainings every summer and we welcome you to attend, but you do not *need* training in order to be an active bystander.

Here are some suggestions to take an active role in the safety of our community:

- Be aware of your surroundings and social situations.
- If a situation makes you or others uncomfortable, or it looks like someone is being targeted, recognize that this is a problem and that you can be part of the solution to help.
- Take action to diffuse the situation while staying safe; some ideas include checking in with the targeted individual, telling the TFS Camp Manager or Science Liaison what is happening, recruiting help from friends, diffusing the situation by distracting those involved (look at that neat thing over there!). If you'd like other specific suggestions, talk to Brett Biebuyck (contact info below).
- If you are uncertain if there is a problem, check in with the individuals involved to see if they are okay or need help.

Look out for your friends and labmates, but never put yourself at risk!

Contact Information

TFS on-site Camp Manager:

Phone: x2511

Email: uaf-iab-tfs-manager@alaska.edu

TFS Management Team:

PI and Associate Science Director:

M.S. Donie Bret-Harte

Phone: x5434

Email: msbretharte@alaska.edu

Science Director:

Brian M. Barnes

Phone: x7649

Email: bmbarnes@alaska.edu

Director of Operations and Finance:

Brett Biebuyck

Phone: x2466

Email: babiebuyck@alaska.edu

Director of Compliance and External Affairs:

Mike Abels

Phone: x5063

Email: maabels@alaska.edu

UAF Resource & Advocacy Center: An on-campus program of the Interior Alaska Center for Nonviolent Living, this is a **confidential** resource to provide assistance with navigating support systems and reporting options.

Kara Carlson, MPA

Email: uafadvocate@iacnvl.org

Phone: 907-474-6360 (24 hr line)

UAF Title IX Office:

Online reporting form: <https://uaf.edu/oeo/report/>

Director and Title IX Coordinator

Margo Griffith, x7599

mcgriffith@alaska.edu

Intake and Case Coordinator

Vacant, x7300

ee Walton@alaska.edu

Civil Rights Investigator

Kevin Calderara, x6600

kmcalderara@alaska.edu

Civil Rights Investigator

Dana Merriman, x7496

djmerriman@alaska.edu

Diversity and ADA Coordinator

Ana Richards, x7393

amrichards@alaska.edu

Human Resources Director

Brad Lobland, x7700

Email: balobland@alaska.edu

Other non-UAF, confidential options:

Fairbanks: Interior Alaska Center for Nonviolent Living- 24/7 confidential support

Phone: 1.907.452.2293 or 1.800.478.7273

Website: <http://www.iacnvl.org/>

National: National Sexual Assault Hotline- Provides confidential, one-on-one, crisis support 24/7

Phone: 1.800.656-4673

Website: <https://rainn.org/get-help/national-sexual-assault-hotline/>

For more options: <https://uaf.edu/titleix/confidential-disclosures/>

Resources used in the creation of this policy

Development of this policy was led by former TFS staff member Brie Van Dam (brievd@gmail.com). Some sections of this policy were drawn from work by Aline Garcia Rubio at the Catlin Gabel School, Portland, OR.

Additional resources in the development of this policy include:

Lily Cohen, <https://lilycohen.weebly.com/>

Kathryn Clancy, <http://kateclancy.com/>

The Penn State University Field experience policy,

<http://www.anthgenomicslab.com/psu-anth-safe/>

The ADA Initiative,

<https://adainitiative.org/2014/02/18/howto-design-a-code-of-conduct-for-your-community>

The Django Community Code of Conduct, <https://www.djangoproject.com/conduct/>

UAF Title IX Office, <https://uaf.edu/titleix/report/>