

Safe and Inclusive Working Environment Plan

Lead Principal Investigator: _____

Cayuse System Proposal Number: _____

Proposed National Science Foundation projects where data/information/samples are being collected off-campus or off-site must have a project-specific plan regarding safe and inclusive working environments related to the following types of behavior:

Abuse of any person, including, but not limited to, harassment, stalking, bullying, or hazing of any kind, whether the behavior is carried out verbally, physically, electronically, or in written form; or

Conduct that is unwelcome, offensive, indecent, obscene, or disorderly.

Illinois State University (“University”) is committed to fostering and sustaining a community where students, faculty, and staff can learn and work free of all forms of harassment and discrimination. As an equal opportunity/affirmative action employer, the University complies with all applicable federal and state laws regarding affirmative action, nondiscrimination, and anti-harassment. The University is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, religion, sex, national origin, sexual orientation, order of protection, gender identity and expression, ancestry, age, marital status, disability, genetic information, unfavorable military discharge, or status as a veteran in employment, educational programs and activities, or admissions.

This commitment applies in all University programs and activities on and off campus in accordance with applicable federal and state laws. Illinois law also requires public contractors to provide a certification of compliance with federal and state civil rights statutes including but not limited to the Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Educational Amendments of 1972, and the Age Discrimination Act of 1975. In addition, state law requires public contractors to have a written sexual harassment policy that meets minimum requirements under the Illinois Human Rights Act, 775 ILCS 5/2-105. Illinois State University also includes similar compliance clauses in agreements for off-site placements like student teacher agreements, internship placement agreements and other site-based experiential work for students. When alleged violations of such federal and state laws involve individuals who are not University students or employees, the University will facilitate reporting to the appropriate organization for follow-up. The University will also offer the appropriate resources and supportive measures under University policies to students and employees reporting these allegations to these organizations, including in some circumstances placement at alternative sites.

How the specific types of behavior above will be addressed:

The University policy (University Policy 1.2 – Anti-Harassment and Non-Discrimination Policy) prohibits discrimination and harassment based on protected characteristics. A violation of the Anti-Harassment and Non-Discrimination Policy can result in disciplinary action up to and including expulsion for students and termination of employment for employees.

The University is committed to:

1. Providing educational programs which promote awareness of anti-harassment and non-discrimination, sexual assault, dating/domestic violence, and/or stalking and target prevention of such acts.

2. Informing students and employees of available services both within the University and surrounding community and facilitating their decision-making in regard to recovery needs.
3. Encouraging and assisting in the reporting of discrimination, harassment, sexual assault, dating/domestic violence, and/or stalking to the appropriate law enforcement authority and filing a complaint with the Office of Equal Opportunity and Access (OEOA) for employee complaints or Title IX for student complaints.
4. Timely investigations of allegations of policy violations and misconduct including violations of the Code of Student Conduct and/or the Equal Opportunity/Anti-Harassment and Non-Discrimination Policy.
5. Reviewing, upon request, available options for interim actions designed to protect students (e.g. no contact order, modifying academic and/or living environments and implementing modifications if such modifications are reasonably available)
6. Ensuring that individuals conducting investigations or making any decisions regarding violations of the Anti-Harassment and Non-Discrimination Policy receive annual training on related issues including but not limited to sexual harassment, domestic violence, dating violence, sexual assault, and stalking.
7. For sexual harassment allegations reported pursuant to Title IX, individuals tasked with investigating and making determinations in those matters are specifically trained on the following:
 - a. The definition of sexual harassment
 - b. The scope of the University's education program or activity
 - c. How to conduct an investigation and grievance process including hearings, appeals and informal resolutions
 - d. Technology to be used at a live hearing
 - e. Issues related to relevance of questions and evidence and how to respond to questions about a Complainant's sexual predisposition or prior sexual behavior
 - f. Investigators will be trained on issues of relevance to create an investigative report that fairly summarizes relevant evidence
8. Annual training for employees regarding mandated reporting, crime reporting, and complaint procedures.
9. Annual training and education for students regarding anti-harassment and non-discrimination, sexual assault, domestic violence, dating violence, and/or stalking and the relevant policies, procedure, support and resources.

Any criminal conduct would be referred to the Illinois State University Police Department for investigation as applicable. In the event that conduct referenced above is not under the jurisdiction of OEOA, the University department managing the placement would work directly with the site to address specific complaints or issues that may arise. This might include working through a dispute resolution process with a site, identifying alternative placements for students, or another appropriate remedy.

Misconduct by a student that does not fall within University Policy 1.2, may be addressed through a process outlined in the Code of Student Conduct (COSC). The COSC and the student conduct process shall apply to the academic and social conduct of individual Students, both undergraduate and graduate. If sanctioned, a hold may be placed on the student's ability to re-enroll, register for classes, and/or obtain official transcripts and degrees until the conduct matter has been resolved

and all sanctions have been satisfied. The University will resolve all cases involving alleged violations of the COSC, and will not defer proceedings pending any external criminal or civil review. The procedures used to enforce University expectations outlined in the COSC assure written notice and a hearing before an objective decision-maker. No student will be found in violation of University regulations without a preponderance of information that a policy violation occurred. If found in violation, sanctions imposed will be proportionate to the severity of the violation and cumulative conduct record of the student.

- 1. Steps to nurture an inclusive off-campus or off-site working environment**, e.g., trainings; processes to establish shared team definitions of roles, responsibilities, and culture, e.g., codes of conduct; and field support, such as mentor/mentee support mechanisms, regular check-ins, and/or developmental events:

As noted above, all University employees are required to complete annual training including training on the University's Anti-Harassment and Non-Discrimination training, sexual harassment, obligations as mandated reporters for situations involving minors, and related complaint procedures. Similarly, all students are offered annual training and education regarding anti-harassment and non-discrimination, sexual assault, domestic violence, dating violence, and/or stalking and the relevant policies, procedure, support and resources.

When students are placed at an off-campus site for a clinical or academic experience, the standard clinical affiliation agreement requires the student to follow the administrative policies, standards and practices of the facility. There will be a liaison at both the site and the University responsible for coordinating clinical placement, introducing students to facility standards, and managing the specifics of the placements. These agreements also include provisions for cooperation between entities in the event of a complaint or investigation. Complaints that relate to matters under the Anti-Harassment and Non-Discrimination policy are forwarded to the OEOA office for support in accordance with the standards described above. Complaints against students that do not relate to matters under the Anti-Harassment and Non-Discrimination policy are forwarded to Student Conduct and Community Responsibilities (SCCR) for support in accordance with the COSC.

2. Communications within team and to the university, minimizing singular points within the communications pathway (e.g., a single person overseeing access to a single satellite phone):

OEOA serves as the primary reporting point for complaints regarding the Anti-Harassment and Non-Discrimination Policy. The University also has other means for students, faculty and staff to report complaints. For example, the University has contracted with a third-party hotline provider, Ethics Point, to allow individuals to file reports in confidence and anonymously. Students can also file complaints via a web-based app, Safe Redbirds. Complaints against students that do not fall under Policy 1.2 may be submitted to SCCR via an online incident report form. Complaints may also be submitted through the Safe Redbirds app.

3. Process for reporting incidents:

Any violations of the Anti-Harassment and Non-Discrimination policy can be reported in the following manner:

- By phone: OEOA Director at (309) 438-3383
- Via email: EqualOpportunity@IllinoisState.edu
- In Person: Office of Equal Opportunity and Access, 310 Hovey Hall, Normal, IL 61790
- Using the Complaint Form: see OEOA website
- Anonymously by calling (309) 438-0268 and leaving a detailed message, or electronically via OEOA website

The University has implemented the following Procedures to review and address allegations of discrimination and harassment:

For reporting and complaint procedures related to filing a complaint against an employee or student based on any protected class that is not sexual harassment, sexual assault/misconduct, domestic violence, dating violence, or stalking, individuals should follow University Procedure 1.2.1 on the university's website.

For reporting and complaint procedures related to filing a complaint against a student based on sexual harassment, sexual assault/misconduct, domestic violence, dating violence, or stalking, individuals should follow University Procedure 1.2.2 on the university's website.

For reporting and complaint procedures related to filing a complaint against an employee based on sexual harassment, sexual assault/misconduct, domestic violence, dating violence, or stalking, individuals should follow University Procedure 1.2.3 on the university's website.

For reporting and complaint procedures related to filing a complaint against a University Laboratory School student based on sexual harassment, sexual assault/misconduct, domestic violence, dating violence, or stalking, individuals should follow University Procedure 1.2.4 on the university's website.

Those filing a complaint against a student for behavior that does not fall under University Policy 1.2, may report in the following manner:

- By phone: SCCR Conduct Case Manager at (309) 438-8621
- Via email: SCCRHelp@IllinoisState.edu
- In Person: Student Conduct and Community Responsibilities, 120 Student Services Building, Normal, IL 61790
- Using the public incident report form: see SCCR website

4. How any reports will be resolved:

Any student, faculty member, or employee who feels they have been the victim of harassment and/or discrimination on the basis of race, color, ancestry, national origin, religion, pregnancy, sexual orientation, order of protection, gender identity and expression, age, marital status, disability, genetic information, unfavorable military discharge, status as a veteran, or sex may file a complaint with OEOA. Consistent with Illinois State University's duty to provide an academic and work environment free from unlawful behavior, the University reserves the right to investigate any allegation it receives indicating a possible violation of the Anti-Harassment and Non-Discrimination Policy.

The Reporting Party always has the option to pursue a criminal complaint with the Illinois State University Police Department, or pursue both the OEOA and criminal complaint processes simultaneously.

In circumstances when OEOA is provided with credible information that may violate other law or University policy or procedure, OEOA will refer a reporting party to the appropriate campus resource for the review of their concerns.

The OEOA is an administrative office charged by the President of Illinois State University to review complaints to determine whether violations of the Anti-Harassment and Non-Discrimination Policy have occurred or are occurring. In doing so, OEOA collects and analyzes relevant information and evidence provided by the Complainant, the Respondent, and other sources as appropriate. During the investigation process, the OEOA investigator remains impartial and is neither an advocate nor an adversary with respect to the Complainant, the Respondent, or other parties involved in the investigation. A violation of the Anti-Harassment and Non-Discrimination Policy may result in disciplinary action up to and including termination of employment and/or sanctions listed in the Code of Student Conduct.

As members of the Illinois State community, Illinois State University expects its students to act as responsible members and citizens both on campus and in the local community. In the event that an incident, or conflict, arises in which the COSC is in question, SCCR administers the student conduct process for Illinois State University.

5. Any special circumstances such as the involvement of multiple organizations or the presence of third parties:

I will disseminate this plan to participating individuals prior to departure. If I transition the lead principal investigator role to another individual, I will ensure that person disseminates this plan to participating individuals prior to departure.

Lead Principal Investigator's Signature

Date