**Sitka Sound Science Center**

**Behavioral Code of Conduct Policy**

**Goals**

* **Provide a safe and respectful environment for everyone at Sitka Sound Science Center (SSSC). This includes staff, researchers, scientists, students, contractors, visiting classes, interns, guests, volunteers, and anyone else that comes to SSSC.**
* **Ensure everyone at SSSC has 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 person feels unsafe.**

**Expectations**

### Everyone at SSSC has the right to be free from discrimination, unlawful harassment, sexual misconduct, and violence and to have equal access to employment and education with the absence of sexual harassment and gender discrimination. Employees and visitors 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 SSSC 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 Sitka Sound Science Center staff, management team member, or police).

* **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 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** - SSSC follows **Ask Once** as a behavioral guideline. The **Ask Once** guideline means that if you experience a behavior that makes you uncomfortable, you can ask someone to stop their actions once, and if they continue the unwanted behavior, you can report the incident. Examples of this type of behavior include hugging, offensive joking, unwanted physical contact, hitting on, expressing interest, making advances, or any other behavior that makes you uncomfortable. This guideline is intended to inform the behavior of another person at SSSC that makes you uncomfortable, give people a simple way to judge when they are not being heard, and give SSSC a tool in which to evaluate a person’s behavior.

## Procedure for dealing with and reporting incidents

## If a person’s behavior makes an employee or visitor uncomfortable, that person should feel free to immediately advise the offending person that, in their opinion, the behavior is inappropriate and that they would like it stopped.

## If the employee or visitor is not comfortable discussing the issue with the person, or if the person fails to respect an employee’s request, the employee should report the incident to his or her supervisor. If, for whatever reason, the employee or visitor does not feel that the supervisor is a suitable person to report the incident to, Individuals at SSSC have multiple reporting avenues. You can report an incident that you experienced, observed, or were told about, in the following ways:

* Disclosure to the Board President
* Disclosure to the Executive Director,
* Disclosure to the Finance Director/Human Resources
* Disclosure to any supervisor or director of the SSSC Staff
* Disclosure to any SSSC Staff Member
* Disclosure to police (911)
* Confidential reporting and support resources are listed under **Important Contacts** below. A person who reports an incident will not be penalized for violations of the SSSC 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 SSSC Finance Director/Human Resources and the Executive Director (if appropriate), who will work together alongside the individual who was harmed to determine a course of action. The next step in the process is that the Finance Director/Human Resources or the Executive Director 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 SSSC (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 SSSC, SSSC will coordinate with the individual's home institution. SSSC is a grantee institution of the National Science Foundation (NSF). As such, information about any investigation conducted by SSSC will be provided NSF.

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. In all instances, a prompt, thorough, and fair investigation will take place, giving careful consideration to protect the rights and dignity of all people involved.

# Potential SSSC Actions

SSSC management has the ability to take immediate and long-term actions to ensure the safety of everyone at SSSC. Immediate action could include verbal or written reprimand, suspension, termination, and other options up to removal from the premises of any staff member; contractor, member of the scientific community, or other visitor. Long-term actions occur once an investigation is completed. Dependent on the finding, SSSC may choose to change the immediate action that was taken, and/or implement longer term actions and sanctions, up to trespass from SSSC.

After an incident is brought to the attention of management, SSSC 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, SSSC 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 SSSC with another person, then SSSC will work with the target to find an acceptable arrangement. It is important to the personal and professional growth of all SSSC staff and visitors that you feel safe at the center. If you do not feel safe and need an. accommodation, please let us know. There are many options.

# What to do if someone discloses misconduct to you

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 SSSC staff, you should report it to a supervisor or the Executive Director. As described above, this means that SSSC 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 an SSSC director, the Executive Director, 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 SSSC;
* 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 SSSC staff and visitors 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.

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 Executive Director or a supervisor what is happening, recruiting help from friends, diffusing the situation by distracting those involved (look at that neat thing over there!).
* 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 coworkers, but never put yourself at risk.

**Contact Information**

**Board President:**

Trish White – trish@whitesalaska.com

 907-738-5976

**Executive Director:**

Lisa Busch – lbusch@sitkascience.org

 907-747-8878 ext. 5

**Hatchery and Facilities Director:**

Angela Bowers – abowers@sitkascience.org

 907-747-8878 ext. 8

**Finance Director/Human Resources:**

Melissa Hamilton – mhamilton@sitkascience.org

 907-747-8878 ext. 4

**Education Director:**

Janet Clarke – jclarke@sitkascience.org

 907-747-8878 ext. 3

**Research Director:**

Victoria Curran – voconnell@sitkascience.org

 907-747-8878 ext. 7

**Outreach and Business Development Director:**

Alex Thorne – athorne@sitkascience.org

 907-747-8878 ext. 2

**Other non-SSSC, confidential options:**

*Local:* SAFV Shelter

 Office: 907-747-3370

 Crisis Line: 1-800-478-6511

*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/·

**Resources used in the creation of this policy**

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

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.diangoproject.com/conduct/](http://www.diangoproject.com/conduct/)

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

**Sitka Sound Science Center**

**SSSC Behavioral Code of Conduct Policy Acknowledgement Statement**

I acknowledge that I have been provided a copy of the Sitka Sound Science Centers Behavioral Code of Conduct Policy. I have read and understood all statements made in the policy. I understand that it is the expectation to abide by this policy for the duration of my employment with the Sitka Sound Science Center.

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Employee Signature Signature Date

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Employee Printed Name