

## University of Wisconsin-Madison Department of Geoscience: Field Safety Best Practice Guidelines

### Planning Phase:

- Ensure that field experiences respect observed religious holidays
- Adapt and share a clothing and gear list for all participants
  - Delineate shared / community gear and individual gear
- Obtain a Sat phone/Delorme SOS device, if in remote area with no service
- Complete required institutional harassment training and ensure external leaders/participants have completed host institution trainings
- If driving is involved, emphasize the importance of undistracted, non-drowsy safe driving and ensure that there are an adequate number of UW-authorized drivers.
- Identity-based potential threats and/or risks in your geographic location (including non-visible identities). Be sure to chat with others to identify any areas of oversight.
- Determine protocol for addressing any physical safety and/or bullying/bias issues while in the field. Have a plan to address incidents and re-establish safety for all participants.
- Patient Emergency Contact and Emergency Health Form (Appendix I)
  - Each participant completes
  - Field leader collects and retains in secure manner
- Field waiver (Appendix I)
  - Each participant completes
  - Field leader collects and retains in secure manner
- Share Department of Geoscience Code of Conduct (Appendix II) with all participants
- **International Considerations**
  - Vaccinations
  - Visa
  - Passport
  - Permits
  - Insurance

### Pre-Trip Meeting:

- Have a pre-trip meeting with all participants (including international and/or external)
  - Discuss science team roles, science/learning goals, expectations and any safety issues. If possible, have a written document to share with participants-See Field Planning Form (Appendix I) Suggested topics of discussion may include but are not limited to:
    - Average schedule (identify and share cultural norms)
    - Average conditions (weather, physical demands)
    - Expectations for participant expenses (expected costs, who covers what costs)
    - Expectations for clothing/gear ( personal gear, shared gear, science gear)
    - Expectations for food (provided by the group, by individual, dietary needs)
    - Bathroom and sanitation issues (frequency, tips, equipment)
    - First aid (who has training of what level, what materials will be provided)
    - Leave No Trace principles
    - Safety concerns specific to the activity/location (bears, snakes, falls, heat, cold, getting lost, interactions with people in the surrounding community, etc.).

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- Protocol for reporting and addressing physical safety issues or bias incidents (See resources at end of Department Code of Conduct (Appendix II))
- University alcohol policy + local laws regarding alcohol consumption (e.g., legal drinking age, drinking and driving). Any other UW-Madison or collaborating institution or local laws/policies that apply to the trip.
- Any trip-specific guidelines/criteria/procedures for a participant to leave the field (e.g. in case of health issue, family emergency, or removal due to policy infraction). What will the trip leader do?
- Encourage peer mentoring and active bystander engagement
- Ensure that any larger concerns from the group have been addressed

### **In the field:**

- At the start to each day, highlight the plan for the day (what to pack, where the team is going, anticipated risks to be aware of)
- Ensure all members know how to get back to camp / parking lot / vehicle
- Make sure Sat phone/Delorme SOS device is available for any emergencies

### **After the field:**

- Trip leader debrief, can include but is not limited to:
  - Physical injury incidents
  - Best-practices for any similar future trips
- Trip leader destroys or appropriately stores (in accordance with any UW policy), relevant forms:
  - Emergency contact and health forms
  - Signed waivers

### **Additional Resources on Inclusive and Safe Field Experiences**

- **ADVANCEGeo:** [https://serc.carleton.edu/advancegeo/resources/field\\_work.html](https://serc.carleton.edu/advancegeo/resources/field_work.html)
- **Building a Better Fieldwork Future:** <https://fieldworkfuture.ucsc.edu/index.html#top>
- **IAGD (accessibility):** <https://theiagd.org/>
- **Field Team Leadership:** <https://exploreice.org/field-team-leadership>
- **APECS field code example (+ bill of rights):** <https://www.apecs.is/diversity-equity-inclusion/field-code-of-conduct.html>
- **Toilets in the field:**  
[https://drive.google.com/file/d/15mLZgZWQvBXQRU\\_ok7OqnpUmxKObgwAm/view?fbclid=IwAR0Fa\\_nzMqB523Xm1RKGHmyeqblffjk2ELytdWEqbMdURciV4R33EL8J\\_L0](https://drive.google.com/file/d/15mLZgZWQvBXQRU_ok7OqnpUmxKObgwAm/view?fbclid=IwAR0Fa_nzMqB523Xm1RKGHmyeqblffjk2ELytdWEqbMdURciV4R33EL8J_L0)
- **Article: Camping While Black:** <https://outdoorsydiva.com/camping-while-black-honest-conversation-on-race-in-outdoors/>
- **LGBTQ safety training at UW** <https://lgbt.wisc.edu/education/trainings-resources/>
- **Further Reading:** <https://www.georeadingforequity.com/>

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## **APPENDIX I: Forms and Waivers**

## Field Planning Form

This form is suggested as a tool for trip leaders, in conversation and coordination with team members. This form may be useful in guiding the pre-trip meeting and taking a copy along in the field may help teams remember and enact safe and inclusive practices while maximizing professional/educational efficacy.

<b>Field leader / contact information</b>	<b>Name:</b> <b>Phone:</b> <b>Email:</b> <b>Emergency Contact:</b>
<b>Field participants</b>	<b>Names and contact information:</b> <i>Confirm participant willingness before sharing contact info.</i>
<b>Field schedule</b>	<b>Date(s):</b> <b>Location(s):</b>
<b>Long-range forecast</b>	<b>Date(s):</b> <b>Forecast:</b>
<b>Environmental safety concerns</b>	<i>E.g., anticipated wildlife, fall risks (cliffs), plan for separated (lost) participants</i>
<b>Field and personal equipment</b>	<i>E.g. Field boots, tent, rain gear, recommended personal hygiene and clothing items, scientific gear, etc</i>
<b>Personal hygiene plan</b>	<i>Restroom facilities available? Sanitation supplies available?</i>
<b>Transportation details</b>	<i>What kind of transport? Is a passport/driver's license needed?</i>
<b>Community norms</b>	<i>Wake up time, work day length, social norms for eating/cooking/meals, expected daily activities</i>
<b>Nearest urgent-care facility</b>	<i>Address and phone number when relevant + estimated driving time from field site(s), and/or protocol for finding/accessing nearest care if field work requires frequent transit</i>
<b>Physical safety and bias incidents</b>	<i>Who should incidents be reported to? Is there a device that every participant can access for external communication (e.g. sat phone/texting?)</i>  <i>Can someone be transported out of the field if needed? Who decides about removing someone? What frameworks are in place to ensure safety after an incident?</i>  <i>What protocols are in place after field work concludes? Make sure folks are familiar with the Department Code of Conduct and UW resources listed in the CoC appendix.</i>

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## Participant Emergency Contact and Health Form

This form is to be completed by each participant prior to the field experience. This form will be considered confidential and will be maintained by the trip leader in a secure location. The information on this form will be used only in the case of emergency. The trip leader will destroy this form upon completion of the trip.

Participant name	
Home address	
Phone number, consent to sharing phone # with other participants, <b>circle one (Y/N)</b>	
Email, consent to sharing email with other participants, <b>circle one (Y/N)</b>	
Relevant health conditions	
Current medications	
Allergies (foods, medications, bees/wasps, etc.)	
Anticipated accommodations (physical activity, any other)	
Emergency contact name	
Emergency contact phone	
Emergency contact email	
Emergency contact relation to participant (friend, spouse, parent, etc.)	

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UNIVERSITY OF WISCONSIN – MADISON  
OFFICE OF RISK MANAGEMENT

STUDENT FIELD TRIP GUIDELINES

Office of Risk Management guidance is designed for UW-Madison sponsored field trips, occurring as part of a UW-Madison course, program, or events involving matriculated students or employees. This does not apply to youth programming.

For guidance on youth programming contact the [Office of Youth Protection](#).

- Obtain approval from your School, College or Divisional Dean, Assistant Dean, Department Chair, or Director.
- Provide proper orientation and training to students.
  - i. Review itinerary of the trip.
  - ii. Prepare and conduct any necessary training. *Note* – the amount of training will vary depending on risk associated with the trip. Extended length trips to remote locations having increased hazards will require a greater degree of planning, program development, and training.
  - iii. If any trip activities require special skills, equipment, materials, clothing, or other items be sure to provide the necessary orientation.
  - iv. Discuss applicable rules of the trip with participants, incorporating any trip-specific rules. University [Student Conduct Policies](#) apply while on the UW-Madison sponsored trip.
  - v. Discuss logistics of the trip, to include key points such as travel, timely arrival and departure, and unique concerns.
  - vi. Determine appropriate ratio of staff to participants.
- Utilize the ***UW-MADISON FIELD TRIP PARTICIPATION AND EMERGENCY CONTACT FORM*** sheet (see page 3).
- Maintain a roster of attendees, including contact number and emergency contact information. Check attendance at departure and prior to return.
- Develop an Emergency Plan and incorporate into training/orientation. Emergency Plan developed should include but may not be limited to communications information, 911 use instructions, first aid (providers and kits available) medical care plan (for example where is the closest emergency urgent care center), becoming familiar with local emergency resources prior to trip and planning accordingly. Provide attendees with Program Leader’s contact information for use during the trip.
  - i. Important consideration for emergency planning is dependent on how remote your trip will be. Assessment of local emergency care is key part of planning the trip. If remoteness limits immediate care, provisions should be made such as ensuring individuals are trained in first aid and appropriate first aid kits are available on the trip.
  - ii. Note UW-Madison Police # 608-264-2677 if necessary.
  - iii. For assistance in emergency planning contact [UW Emergency Management](#).

- Become familiar with Accident Forms that can be used in the event of injury during trip to report and document for campus purposes (Worker’s Compensation for UW-Madison Employees, Non-Employee Incident Report, etc.) – See <https://businessservices.wisc.edu/managing-risk/injury-and-incident-reporting/>.
- Transportation:
  - i. When transportation is arranged by the University, all applicable UW-Madison [travel](#), [procurement](#), and [fleet policies](#) apply and must be followed.
  - ii. All drivers enlisted for the trip must be [Driver Authorized](#) through Risk Management. If contracting for transportation, approved vendors must be used (work with your Business Office).
  - iii. When arranging transportation, if a participant is not able to travel in the UW-Madison arranged transportation, they shall complete ***UW-MADISON ALTERNATIVE TRANSPORTATION WAIVER FOR CAMPUS FIELD TRIP*** form (see page 4).
  - iv. If transportation is not arranged by UW-Madison (for example local trip) then instruct attendees on the meeting time and location of trip destination. However, *do not arrange transportation via personal vehicles*.
- Ensure a department or unit contact is established and available on campus to serve as a liaison to campus resources as needed. For example, your department office or program manager.
- **Note** - Syllabus may be means of communicating field trip information guidance in advance. This strategy has been utilized successfully by faculty. Risk Management may be contacted to discuss further.
- For trips of higher hazard or risk of concern consult with Risk Management as necessary.

Please contact UW-Madison Risk Management with further questions at [riskmgmt@bussvc.wisc.edu](mailto:riskmgmt@bussvc.wisc.edu).



UNIVERSITY OF WISCONSIN-MADISON
FIELD TRIP PARTICIPATION AND EMERGENCY CONTACT FORM

Provide this form during orientation to all individuals participating in the field trip.

I understand the following apply to my participation in all field trips sponsored by the University of Wisconsin-Madison ("University") \_\_\_\_\_ ("Program"). I may contact the Faculty or Program Leader with any questions.

- 1) I grant the University, its employees, agents, and representatives the authority to act in any attempt to safeguard and preserve my health or safety during my participation in the Program including authorizing medical treatment on my behalf and at my expense and returning me home at my own expense for medical treatment or in case of an emergency;
2) I understand that the University encourages me to have appropriate insurance coverage (e.g., personal health insurance, personal automobile coverage, evacuation coverage, etc.) for the entire time of this Program field trip and the University provides no related insurance coverages for Program participants;
3) I agree to conform to all applicable rules and standards of conduct as established by the University;
4) I understand and agree that my participation in this Program may be terminated by the University with no refund of fees if I fail to maintain acceptable standards of conduct as established by the University and I accept responsibility for the costs of returning home if my participation is terminated under these circumstances;
5) I understand and agree that the University may make changes to the Program at any time and for any reason, with or without notice, and that the University shall not be liable for any loss whatsoever to Program participants as a result of such changes;
6) Assumption of Risk. The University of Wisconsin-Madison is committed to maintaining a safe and healthy environment. However, I understand that the Program, by its very nature, includes certain inherent risks and hazards that cannot be eliminated regardless of the care taken to avoid injuries. I hereby expressly assume the risk of injury or harm while participating in this Program and agree to follow all safety and health directions provided. I agree to review any concern with Faculty or Program Leader; and
7) I acknowledge I have read this document, understand, and accept its conditions.

Participant's Name (Print)

Participant's Phone #

Participant's Signature

Participant's email address

Participant's Emergency Contact Name (Print)

Participant's Emergency Contact's Phone Number





**UW-MADISON  
ALTERNATIVE TRANSPORTATION WAIVER FOR CAMPUS FIELD TRIP**

**Note:** *This form is used when a department has made travel arrangements for an off- campus trip, and is sponsoring the trip, but students are unable to participate in the arranged travel and need to make their own travel arrangements.*

It is the understanding of the University of UW-Madison that you have elected to make alternative transportation arrangements and will not participate in the travel arrangements made by UW-Madison as part of the course/off-campus trip entitled \_\_\_\_\_ on \_\_\_\_\_.

It is, therefore, understood that you accept full responsibility and assume all risk for travel arrangements, travel, and the associated costs. Further, UW-Madison is not responsible for any bodily injury, property damage, costs or other damage or harm that may arise out of these alternative arrangements. UW-Madison provides no insurance coverages related to your personal transportation.

Please affirm your understanding by reading and signing the statement below:

I understand that transportation arrangements to and from are available to me from UW-Madison and I have elected to decline these arrangements. I accept full responsibility for making my own arrangements. In consideration of my choice to voluntarily transport myself, today and on all future dates, I, for myself, my heirs, personal representatives or assigns, agree to defend, hold harmless, indemnify and release the Board of Regents of the University of Wisconsin System, the University of Wisconsin-Madison, from any bodily injury, property damage, or other incident which may arise out of my alternative travel arrangements or any personal time or activities that occur outside of the authorized activities scheduled as part of this UW-Madison off-campus trip. I understand that by agreeing to this clause I am releasing claims and giving up substantial rights, including my right to sue.

Name (print): \_\_\_\_\_ Date: \_\_\_\_\_




Signature: \_\_\_\_\_

*Maintain this form in the Department for one year. In the event of related incident, send form to Risk Management at [riskmgmt@bussvc.wisc.edu](mailto:riskmgmt@bussvc.wisc.edu).*

## **APPENDIX II: Department of Geoscience Code of Conduct and UW-Madison Reporting Resources**

# QUICK REFERENCE for Geoscience Grad Students

TO ADDRESSING DIFFICULT ACADEMIC, WORKPLACE, AND ADVISING ISSUES

	 <b>ACADEMIC</b>	 <b>WORKPLACE</b>	 <b>ADVISING</b>
<b>ISSUE</b>	Academic progress decisions, grading, and policies governing graduate education.	Violations of the Graduate Assistant Policy & Procedures (GAPP), hostile work environment, bullying, etc..	Hostile and intimidating behavior, lack of guidance, disengagement, excessive or unrealistic pressure, etc.
<b>RELEVANT POLICIES</b>	<a href="#">Geoscience Graduate Handbook</a> <a href="#">Geoscience Graduate Guide</a> <a href="#">Graduate School Policies &amp; Procedures</a>	<a href="#">Dept. of Geoscience Code of Conduct</a> <a href="#">Hostile &amp; Intimidating Behavior (HIB)</a> <a href="#">Research Misconduct</a>	<a href="#">Dept. of Geoscience Code of Conduct</a> <a href="#">Hostile &amp; Intimidating Behavior (HIB)</a> <a href="#">Advisor policy</a>
<b>WHO TO CONSULT WITH</b>	Graduate Program Manager <b>Lisa Theo</b> Director of Graduate Studies <b>Mike Cardiff</b> Graduate School Director of Academic Services <b>Kipp Cox</b> <a href="#">Grad Student Assistance Specialist (Dean of Students Office)</a> <b>Elaine Goetz-Berman</b>	Graduate Program Manager <b>Lisa Theo</b> Geoscience Ombuds <b>A. Dutton, L. Zoet</b> College of L&S Human Resources <b>Laura Fist (TA/RA/PA issues)</b> Office of Workforce Relations <a href="#">University Ombuds Office</a>	Graduate Program Manager <b>Lisa Theo</b> Geoscience Ombuds, Director of Graduate Studies, or Chair, to first attempt an informal resolution <a href="#">Grad Student Assistance Specialist in Dean of Students Office</a> <b>Elaine Goetz-Berman</b> <a href="#">University Ombuds Office</a> College of L&S HR <b>Lynne Prost</b>
<b>HOW TO FILE A FORMAL COMPLAINT/GRIEVANCE</b>	Check grievance policy for any time limits to file a formal complaint. Grievance process found in the <a href="#">Graduate Guide</a>	For GAPP, see grievance step #1 at bottom of GAPP document For HIB, go to the “Formal Approaches” tab under “Addressing HIB”	Check grievance policy for any time limits to file a formal complaint. Grievance process found in the <a href="#">Graduate Guide</a> For HIB, go to the “Formal Approaches” tab under “Addressing HIB”

Resource: [Guide to working with advisors](#)

# UW-Madison Department of Geoscience Code of Conduct

## Preamble: Why have a Code of Conduct?

Formulating and implementing a code of conduct (1) Serves as a collective recognition by members of a profession of its responsibilities, (2) Can help create an environment in which ethical behavior is the norm, (3) Can serve as a guide or reminder in specific situations, and (4) Can serve as an educational tool, providing a focal point for discussion in classes and meetings. Moreover, the process of developing and maintaining a code indicates to others that the body formulating it is seriously concerned with responsible, professional conduct (Center for Study of Ethics in the Professions, ADVANCEGeo; AGU Ethics).

This Code applies to all community members of the UW-Madison Department of Geoscience (Faculty, Staff, Graduate and Undergraduate Students) as well as to collaborators on UW-Madison Department of Geoscience initiatives or projects. See **Appendix I: Key definitions** for a list of terms used in this document.

## I. Guiding Principles

The goal of the guidelines and resources presented in this document are to reinforce positive mental and physical safety in the Departmental environment, consistent with key areas of University policy and Federal, State, and Local law.

The Department of Geoscience at the University of Wisconsin-Madison is committed to creating and promoting a community where diversity is welcomed and nurtured. Our Department D&I statement voices our intention to foster a healthy and safe community for all individuals regardless of their professional status, diversity of age, race, ethnicity, gender and expression, sexuality, physical ability, immigration status, marital status, class, religion/spirituality, political ideology, or other social identity.

Additionally, we value respectful behavior that promotes mental and physical health and safety of our community members and visitors on campus and also for departmental events and field experiences that occur off campus. We are committed to pursuing research and education responsibly and ethically and in accordance with institutional policies and local, state, and federal laws. The following expectations and resources are intended to facilitate a culture of safety and accountability to support and enrich our community of research and learning.

## II. Policies & Expectations

### ***Treat others with professional courtesy, equity and fairness***

- Department community members and collaborators will adhere to UW-Madison policies (see Appendix II), including those on sexual harassment, harmful and intimidating behavior.
- All communications from members of the department should be appropriate for a professional audience. Biased, harassing, racist or other disrespectful language and imagery is not appropriate.

- Department members and visitors should be treated fairly and standards for assessment of performance should be applied equally.
- Hostile working environments are not acceptable. All Department members should behave conscientiously regarding power dynamics between faculty, staff, and students.

***Pursue science responsibly and ethically***

- Research will be carried out ethically and with integrity, in adherence with [UW-Madison Research Compliance and Ethics Policy](#).
- Individuals should be personally accountable for their actions.

***Act in accordance with legal and institutional compliance***

- All members of the Department are expected to follow University policies for proper [workplace behavior](#), [safety protocols](#), and [ethical research practices](#).
- All members of the Department are expected to follow federal, state, and local laws.
- In keeping with the spirit of other policies (i.e., [UW-Madison Whistleblower Law](#), [UW-Madison Policy on Sexual Harassment and Sexual Violence](#)) that explicitly address anti-retaliation, we respect the right of individuals or groups to file complaints about the departmental climate or violations of this code without retaliation.

***Promote and practice physical workplace safety***

- Adherence to all UW-Madison safety policies is expected (e.g. [driving/travel](#), [lab/chemical](#), [PPE](#), [radiation safety](#)).
- Safety culture and responsibility is a group effort, with each individual playing a key part. However, leaders in research group, field, or class settings should endeavor to model proactive behavior and are responsible for integrating safe work practices into their instructional and research plans and training new lab users.

***Do not engage in [sexual harassment](#) & [bullying](#)***

- The Department of Geoscience does not tolerate sexual harassment. All Department members and collaborators will comply with the [UW-Madison Policy on Sexual Harassment and Sexual Violence](#) which states a prohibition of “acts of sexual harassment and sexual violence (including sexual assault, dating violence, domestic violence, stalking and sexual exploitation)”.
- All department members will comply with the [UW-Madison Policy on Consensual Relationships](#) between members of the university community where a conflict of interest or power differential between the parties exists.
- All Department members and collaborators will comply with [UW-Madison Policy on Hostile and Intimidating Behavior](#) which strictly prohibits behavior that creates a hostile and/or intimidating work environment (i.e., bullying).
- Practice allyship and bystander intervention by calling out inappropriate behavior towards others and help to mediate situations that arise using the “three D’s”: [Direct](#), [Distract](#), or [Delegate](#).

***Promote an inclusive working environment***

- All department members and collaborators should comply with [Regent Policy Document 14-6](#) on Discrimination, Harassment, and Retaliation that seeks to provide an environment free of discrimination, harassment and retaliation.

### ***Practice and promote appropriate field conduct***

Field experiences are a core part of many educational, research, and community building activities in the Department of Geoscience. Field settings present unique challenges, including remoteness, unfamiliar or challenging surroundings, and prolonged personal interactions. The field is an extension of our workplace, and all University and Departmental standards of conduct apply in the field as they do on campus. Notably, [UW-Madison Policy on Alcohol and Controlled Substances](#) applies to all off-campus trips.

To create a field environment conducive to the maintaining standards of conduct and safety for all participants, we encourage the following concrete preparations for field excursions:

- The group leader convenes a pre-trip meeting to address participant questions / concerns and discuss logistics such as:
  - Anticipated sleeping, bathroom, and eating arrangements, accounting for common concerns such as dietary restrictions and gender identity;
  - Physical and other environmental conditions requiring preparation, and expectations for and availability of equipment;
  - Potential challenges with local norms or laws at the field site;
  - Expectations for conduct and compliance among group members;
  - Discussion of concerns and questions raised by any of the field team members.
- Accommodations for individual needs. Confidential accommodations requests can be made to the group leader.
- Emergency and group communication plans should be made and shared with all participants. Group leaders should have confidential access to participant emergency contacts.
- All participants should have equitable access to communication devices when in the field for medical and non-medical emergencies.
- Up to date first aid experience or training for at least one participant per trip, preferably a group leader. A group medical kit should be made available to all participants.

## **IV. Reporting & Remediation**

It is the intent of the UW-Geoscience Community to address conduct that does not adhere to the expectations detailed above for the benefit of the whole community. Inappropriate conduct may be addressed with corrective action and disciplinary measures using a combination of resources both within and beyond the Department ([see Appendix II: University Policies & Reporting](#)). The Department of Geoscience encourages conflict resolution at the lowest level possible, consistent with [Section A.5 of the Graduate Student Handbook](#). In the event that involved parties cannot resolve a conflict amongst themselves, individuals can report concerns to the Department Chair (Brad Singer). Students can also seek advice from the Graduate and Undergraduate Program Manager (Lisa Theo), the Chair of the Graduate Studies Committee (Mike Cardiff), the Department Manager and Administrator (Michelle Szabo), or the Department Ombuds (Andrea Dutton and Luke Zoet) as appropriate. For matters involving sexual harassment, sexual violence, and discrimination, individuals should directly report to the [Office of Compliance](#).

### **Possible consequences for inappropriate conduct by Faculty and Staff**

- Conduct may be sanctioned pursuant to University policies and procedures:
  - [Faculty policies and procedures](#)
  - [Academic staff policies and procedures](#)

- Employee code of ethics (Board of Regents)
- Faculty and academic staff code of ethics (Wisconsin Legislature)
- As appropriate and as allowed within university policy (see above) consequences at the departmental level may include but are not limited to:
  - Negative performance evaluations translating to loss of any merit raise and/or loss of access to endowments or discretionary funds (e.g., access to Weeks exercise funds), for a period of time;
  - Loss of access to departmental funds for TA/RA for student recruitment for a period of time;
  - Loss of ability to recruit new grad students or supervise undergraduate students for a period of time;
  - Required training in relevant workshops or courses;
  - Unpaid leave, or in severe cases, termination, following existing [policies and procedures](#).
- For collaborators or visitors, sanctions may include a ban from access to the department or shared resources.

#### **Possible consequences for inappropriate conduct for Students**

- Conduct may be sanctioned pursuant to University policies and procedures:
  - Student non academic misconduct policy + procedures
  - Student academic policies and procedures
- Consequences may include actions similar to the following, as appropriate or allowed within University policy:
  - Loss of access to departmental resources (e.g., travel funds, merit fellowships) for a period of time;
  - Removal from a particular course or exercise, and associated academic consequences;
  - Written reprimand, suspension or expulsion in accordance with [policies and procedures of the UW System](#).

## **V. Assessment & Evaluation of Code of Conduct**

This code will be publicly available on the Department website and disseminated via electronic communication to all Department members at the start of each academic year, including undergraduate students (see Appendix IV: Syllabus Language). This code should also be referenced or shared with visiting collaborators. The specifics of this code will be reviewed and updated bi-annually by the D&I committee, or more frequently as needed. Updates will be made by a D&I group containing faculty, student, and staff representation. Changes will be ratified by full department vote.

## Appendix I: Key Definitions

**Discrimination** is conduct that adversely affects any aspect of an individual's employment, education, or participation in an institution's activities or programs, or has the effect of denying equal privileges or treatment to an individual on the basis of that individual's protected status or another category as defined in this policy.

**Discriminatory Harassment:** is a form of discrimination consisting of unwelcome verbal, written, graphic or physical conduct that:

1. is directed at an individual or group of individuals on the basis of the individual or group of individuals' actual or perceived protected status, or affiliation or association with person(s) within a protected status (as defined above); and
2. is sufficiently severe or pervasive so as to interfere with an individual's employment, education or academic environment or participation in institution programs or activities and creates a working, learning, or living environment that a reasonable person would find intimidating, offensive or hostile.

**Sexual harassment:** Conduct on the basis of sex that satisfies one or more of the following:

1. *Quid pro quo sexual harassment*
  - a. An employee of the university conditions the provision of an aid, benefit, or service of the institution directly or indirectly on an individual's participation in unwelcome sexual conduct;
  - b. An employee of the university either explicitly or implicitly conditions the provision of an academic, professional, or employment-related opportunity, aid, benefit, or service on the complainant's participation in unwelcome sexual conduct.
2. *Hostile environment sexual harassment.* Unwelcome conduct of a sexual nature directed towards a student, an employee, or a person participating in a program or activity of the university that, when using the legal "reasonable person" standard:
  - a. is so severe, pervasive, and objectively offensive that it effectively denies the person equal access to the institution's [education program or activity](#);
  - b. is so severe or pervasive and objectively offensive that it has the purpose or effect of unreasonably interfering with an individual's academic or work performance or participation in an [university sponsored or supported activity](#).

**Hostile and Intimidating Behavior:** Hostile and intimidating behavior is defined as unwelcome behavior pervasive or severe to the extent that it makes the conditions for work inhospitable and impairs another person's ability to carry out his/her responsibilities to the university, and that does not further the University's academic or operational interests. A person or a group can perpetrate this behavior. The person need not be more senior than or a supervisor to the target. Unacceptable behavior may include, but is not limited to:

- Abusive expression (including spoken, written, recorded, visual, digital, or nonverbal, etc.) directed at another person in the workplace, such as derogatory remarks or epithets that are outside the range of commonly accepted expressions of disagreement, disapproval, or critique in an academic culture and professional setting that respects free expression;
- Unwarranted physical contact or intimidating gestures;
- Conspicuous exclusion or isolation having the effect of harming another person's reputation in the workplace and hindering another person's work;



- Sabotage of another person's work or impeding another person's capacity for academic expression, be it oral, written, or other;
- Abuse of authority, such as using threats or retaliation in the exercise of authority, supervision, or guidance, or impeding another person from exercising shared governance rights, etc.

Please refer to the [UW-Madison policy on HIB](#) to learn more about HIB and how to address it.

**Mandatory Reporting:** All UW community members are mandated to report sexual assault involving a student. Certain UW employees are mandated as 'Responsible Employees' to report other violations of the [UW-Madison Policy on Sexual Harassment](#) (see [UW-Madison Compliance Office](#) for further description).

**Near Miss:** An incident in which no property was damaged and no personal injury was sustained, but where, given a slight shift in time or position, damage or injury easily could have occurred ([OSHA](#)).

**Collaborator:** Any person that is not a member of the Department of Geoscience working with faculty, staff, and/or students to advance the research, educational, or administrative missions of the department.

## Appendix II: University Policies & Reporting

There are resources and individuals in the Department of Geoscience as well as across UW-Madison that are committed to helping resolve conflicts within our community.

### POLICIES

#### ***Physical Workplace Safety***

- [UW-Madison Chemical Safety](#)
- [UW-Madison PPE Policy](#)
- [UW-Madison Radiation Safety](#)
- [UW-Madison Research Compliance and Ethics](#)
- [UW-Madison Driver Authorization](#)
- [UW-Madison Policy on Alcohol and Controlled Substances](#)

#### ***Sexual Harassment & Hostile and Intimidating Behavior (HIB)***

- [UW-Madison Policy on Sexual Harassment and Sexual Violence](#)
- [UW-Madison Policy on Consensual Relationships](#)
- [UW-Madison Policy on Hostile and Intimidating Behavior](#)

### REPORTING

#### ***General:***

- Graduate and Undergraduate Program Manager – Lisa Theo
- Department Manager & Administrator – Michelle Szabo
- Department of Geoscience Ombuds -- 2023-2024: Andrea Dutton & Luke Zoet
- Department of Geoscience Chair -- 2023-2024: Brad Singer
- [UW-Madison Ombuds \(confidential\)](#)
- [UW-Madison Police Department](#) or 911 if emergency
- UW-Madison [Report an Incident](#) (for Student of Concern, Bias or hate incident, Sexual Assault, Hazing, Dating/Domestic Violence, Stalking, Missing Student, Accessibility barriers, general complaint/Concern (non-bias), misconduct, academic complaint)

#### ***Reporting on Physical Workplace Safety***

- The Department Chair and Administrator and EHS should be contacted for assessment and assistance in the event of [reportable incidents](#) or [near misses](#).
- [UW Madison Injury and Incident Reporting Forms & Procedures](#) (includes [Near Miss and Unsafe Condition Report](#))

#### ***Reporting Sexual Harassment & Hostile and Intimidating Behavior (HIB)***

- [UW Madison Sexual Misconduct Reporting Requirements](#)
- [UW Madison HIB Reporting Options](#)

#### ***Equity/Bias Incidents***

- [UW Madison Bias/Hate Incident Reporting Page](#)
- [Civil Rights Investigations](#)

#### ***General Conflict Resolution***

- [Geoscience Graduate Student Handbook Section A.5 "Conflict Resolution"](#)
- Department of Geoscience Graduate Studies Chair (2023-2024 Michael Cardiff)
- [UW-Madison Graduate Schools "Grievances and Appeals" Process](#)
- The Dean of Students office is ready and able to assist undergraduate and graduate students (see, e.g., <https://students.wisc.edu/>).
- Graduate students also have the option to discuss issues with the office of the [Dean of the Graduate School](#). Also see: <https://grad.wisc.edu/current-students/#reporting-incidents>

- [UW-Madison Whistleblower Law](#)
- [Crisis Intervention Strategies](#)

## Appendix III: Additional Links and Resources

### ***Department of Geoscience Diversity and Inclusion Committee***

- [Diversity and Inclusion Committee](#) - Membership is open to any geoscience faculty, staff, and students (graduate and undergraduate). Working with the Department, the committee will: 1) Continue to collect information regarding trends in diversity and departmental climate; 2) Provide a forum for identifying and addressing any systemic issues related to diversity and inclusion within the department; and 3) connect resources to individuals with concerns about diversity and inclusion within the department. The e-mail listserv for the full committee is [geo-divein@geology.wisc.edu](mailto:geo-divein@geology.wisc.edu). If you would like to be added to this listserv or have questions or other matters that you would like to bring to our attention, please contact Laurel Goodwin ([laurel@geology.wisc.edu](mailto:laurel@geology.wisc.edu)).

### ***HR and Compliance Links***

- [UW Madison Office of Compliance](#)
- [UW Madison Graduate Assistant Policies](#)
- [Academic Staff Policies and Procedures](#)
- [Faculty Policies and Procedures](#)
- [Office of Student Conduct](#)
- [Office of Secretary of Faculty Governance and Workplace Challenges](#)

### ***Diversity and Inclusion Links***

- [UW Madison Ombuds](#)
- [UW Madison Diversity, Equity & Inclusion](#)
  - [Specific resources for Faculty and Staff](#)
  - [Graduate Assistants Equity Workshops](#)
  - [Multicultural Graduate Network](#)
  - [L&S EDI Hub](#)

### ***Geo-Ethics Links***

- [AGU Ethics Portal](#)
- [ADVANCEGeo](#)
- [American Geosciences Institute: Guidelines for Ethical Professional Conduct](#)
- [Center for Study of Ethics in the Professions](#)
- [Geological Society of America: Code of Conduct](#)
- [American Association for Petroleum Geologists: Code of Ethics](#)
- [Restorative Dialogue Guidelines Example](#)
- The National Science Foundation has recently introduced policies for reporting harassment or discrimination of any kind in the context of NSF-sponsored research; see <https://www.nsf.gov/od/odi/harassment.jsp>.

### ***Mental Health Links***

- [UW HR Confidential Mental Health Services](#)
- [University Health Services](#)

### ***Field Best Practices***

- [ADVANCEGeo field guides](#)

## **Appendix IV: Syllabus Language for Geoscience Courses**

### **Department Code of Conduct**

The UW-Madison Department of Geoscience expects all faculty, staff, teaching assistants, students, and visitors to abide by its code of conduct, as a respectful and professional environment is vital to scientific productivity and educational success. Please familiarize yourself with the code of conduct here (<https://geoscience.wisc.edu/dept-geoscience-code-of-conduct/> ). If you have questions about the code of conduct or would like to talk to someone about violations of the code of conduct, please contact the Department Ombuds or Department Chair, or any other key contacts listed in the code.