



Promoting Safe and Respectful Environments in NSF and NIH-Supported Conferences, Workshops, and Symposia

**A toolkit for all UC Berkeley recipients of NSF
and/or NIH grants**

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1) Introduction

Any recipient of National Science Foundation (NSF) and/or National Institutes of Health (NIH) grants to support conferences, workshops, symposia, and scientific meetings is required to provide a “policy” (for NSF) or a “safety plan” (for NIH) to event participants.

Organizers of NSF or NIH-funded events who are affiliated with UC Berkeley:
Please use this toolkit as part of the event planning process.

This toolkit contains the following components:

1. event planning resources for organizers to promote a climate of respect and inclusion and prevent harassment, violence, and discrimination;
2. instructions for using the policy/safety plan toolkit and a checklist for organizers
3. a customizable policy/safety plan which event organizers must provide to all event participants in compliance with NSF and NIH requirements.

Sections 1.1 and 1.2 provide detailed information about NSF and NIH requirements, respectively.

The purpose of the toolkit is to aid event organizers in taking steps to maintain a safe and respectful environment for all participants in an event, and to provide clear and accessible information to participants about the means of reporting violations of University policy or codes of conduct.

1.1. Recipients of NSF funds

It is NSF policy to foster harassment-free environments wherever science is conducted, including at NSF-sponsored conferences, workshops, and symposia. The [NSF Proposal Award Policy and Procedure Guide \(PAPPG\)](#) (Chapter II.E.7), effective February 25, 2019, requires applicants requesting NSF funds for the purpose of carrying out conferences, workshops, and symposia to have a policy or code of conduct that addresses sexual harassment, other forms of harassment, or sexual assault, and that includes clear and accessible means of reporting violations of the policy or code of conduct. For purposes of this requirement, “other forms of harassment” is defined as “non-gender or non-sex-based harassment of individuals protected under federal civil rights laws, as set forth in organizational policies or codes of conduct, statutes, regulations, or executive orders.”

Recipients of NSF funds to carry out conferences, workshops, and symposia **must provide this policy or code of conduct to all event participants prior to the event and at the conference/workshop/symposium itself.**



1.2. Recipients of NIH funds

Consistent with the NIH Grants Policy Statement ([Section 4.1.2 Civil Rights Protections](#)) and Federal civil rights laws, organizers of NIH-supported conferences and scientific meetings are expected to take steps to maintain a safe and respectful environment for all attendees by providing an environment free from discrimination and harassment. [NOT-OD-21-053 Updated Guidelines for Enhancing Diversity and Creating Safe Environments in Conferences Supported by NIH Grants and Cooperative Agreements](#) reiterates this point and suggest strategies that could be employed to support safe environments. **Effective for R13/U13 applications submitted for the April 12, 2022 application due date and thereafter, all applicants recommended for funding must provide to NIH as part of Just-In-Time materials the safety plan/policy that will be communicated to all conference/meeting attendees.**

1.3. Additional requirement for organizers of NIH-funded events

In addition to completing the safety plan/policy that will be shared with attendees, R13/U13 applicants recommended for funding must also provide to the following information to NIH as part of Just-in-Time materials:

1. Describe the strategy that will be used to communicate the “Safety Plan” to conference attendees and a plan to document allegations and resulting actions.

Some suggestions for communicating the safety plan/policy to conference attendees are:

- Include the safety plan/policy in the conference/event registration form and require attendees to check a box attesting that they read the plan.
- Include resources or a link to the safety plan/policy on the back on name badges and in conference materials such as a program and in the slides of the opening session.

2. Provide information on the steps the organizers will take to ensure a safe and respectful environment for all attendees, free from discrimination and harassment.

For consultation and assistance, please consider utilizing the following UC Berkeley resources:



- Refer to the “Event Planning Resources for Organizers” section of this toolkit
- Establish written community agreements and/or shared values. For ideas to get your community agreements started, see the [Preventing Sexual Harassment in your Academic Departments toolkit](#) created by the [PATH to Care Center](#).
- Consult the [PATH to Care Center Field Prevention & Safety Guide](#) for practical strategies while preparing for, during, and after field activities to improve safety and reduce the likelihood of harassment or violence.
- Use the [PATH to Care Center Preventing Sexual Harassment in your Academic Departments toolkit](#) to create and implement a plan to prevent sexual harassment within your academic community. Please contact the [PATH to Care Center](#) for consultation.
- Consult the resources, services, and consultation offered as part of the [Division of Equity and Inclusion’s Faculty Diversity Initiatives](#).
- Request a bystander intervention training from [Bears that CARE](#) .

2) Event planning resources for organizers

Defining and upholding clear policy is a first step in promoting equity, inclusion, and respectful behavior. However, policy alone is not enough. As an event organizer, you can do more to prevent harassment, violence, and discrimination from happening. The following non-exhaustive list of resources is a starting point to help you create a welcoming, respectful, and inclusive climate during your event.

2.1. Accessibility

The Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, and University Policy prohibit discrimination against disabled people and require that reasonable accommodations be provided on request. The [UC Berkeley Disability and Compliance Office](#) has compiled best practices for [planning accessible events](#). DAC also provides [template language](#) regarding requests for accommodations that you are encouraged to insert in your materials.



2.2. Land acknowledgement

No matter where an event takes place, many organizers choose to include a land acknowledgment in the program. The UC Berkeley [Native American Student Development \(NASD\)](#) office defines a land acknowledgment as “a formal statement that recognizes and respects Indigenous Peoples as traditional stewards of this land and the enduring relationship that exists between Indigenous Peoples and their traditional territories.”

NASD co-created with the Muwekma Ohlone Tribe a land acknowledgment recognizing that UC Berkeley sits on the territory of xučyun (Huichin), the ancestral and unceded land of the Chochenyo-speaking Ohlone people. The full land acknowledgement is available on their website. A land acknowledgment alone is, of course, less powerful than [action in solidarity](#) with indigenous peoples.

2.3. LGBTQIA+ best practices

Best practices to create a welcoming environment for LGBTQIA+ event participants include encouraging participants to:

- Ask the pronouns of others, rather than making assumptions
- Share their pronouns on name badges, programs, and other materials, if they are comfortable sharing.
- Avoid or ask before using salutations, titles, or honorifics which imply an assumption about a person’s gender.
- Refer to a person using their lived name. (A lived name is defined in the UC Gender Recognition and Lived Name Policy as a “self-chosen or person and/or preferred professional name used instead of a legal name.”) For more information, please refer to the UC [Gender Recognition and Lived Name Policy](#).
- Support local QTBIPOC-owned businesses if they are traveling to the Bay Area for your event.

For more information about creating spaces that are inclusive and welcoming to LGBTQIA+ event participants, please refer to the Gender Equity Resource Center (GenEq) [Resources for Classrooms and Groups](#) webpage.



2.2. State-sponsored travel prohibition to certain states (AB 1887)

Effective January 1, 2017, AB 1887 prohibits state-funded travel to any state with a law enacted after June 26, 2015 that (1) authorizes discrimination based on sexual orientation, gender identity, and gender expression, or (2) voids or repeals existing state or local protections against such discrimination. The law identifies the University of California as an entity covered by the law.

If an event you are planning is in a state impacted by this legislation, participants traveling from California should be prepared to pay for travel using non-state funds. As an event organizer, you may choose to consider the impacts of this legislation on your event participants and the discriminatory policies of the state. If possible, you may wish to cancel or relocate your event in light of the discriminatory policies of a state.

The Legislature created exceptions in AB 1887 that allow travel to banned states in certain circumstances. For the list of states impacted by this legislation, answers to frequently asked questions, and more information, visit the [UCOP Central Travel Management](#) website and the [UC Berkeley Travel webpage regarding the AB 1887 requirements](#).



3. Checklist for organizers

- Review the **Event Planning Resources for Organizers**
 - Review the **Policy for promoting safe and respectful environments in grant-supported events**
 - In the **Policy for promoting safe and respectful environments in grant-supported events**, fill in your own information in the customizable fields **[Optional]**
 - [Organizers of NIH-funded events only]** R13/U13 applicants recommended for funding, provide the following information to NIH as part of Just-in-Time materials:
 - a. Describe the strategy that will be used to communicate the safety plan/policy to conference attendees and a plan to document allegations and resulting actions.
 - b. Provide information on the steps the organizers will take to ensure a safe and respectful environment for all attendees, free from discrimination and harassment.
- See more information in **section 1.3**.
- Provide your completed safety plan/policy to all NSF and/or NIH-supported conferences, workshops, and symposia before and during the event.

4. Instructions for organizers

In order to comply with NSF and/or NIH requirements, please provide the following safety plan/policy to all event participants exactly as it appears, with the exception of any fillable sections. Please fill in any information relevant to you.

Note: The following pages contain a customizable safety plan/policy. Please distribute your completed safety plan/policy to all event attendees, in compliance with NIH and NSF requirements. Please only distribute the safety plan/policy, NOT the toolkit.

Policy for promoting safe and respectful environments in grant-supported events

This conference/workshop/symposium is supported all or in part by the

_____ under Grant/Award No. _____.

Statement of commitment

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

Sexual violence, sexual harassment, retaliation, and other behavior prohibited by this Policy interfere with those goals. The University will respond promptly and effectively to reports of such conduct. This includes action to stop, prevent, correct, and when necessary, discipline, behavior that violates our policies.

Expectations of behavior

The University has general policies prohibiting harassment and discrimination on the basis of protected categories. Attendees of events organized by UC Berkeley are expected to behave in accordance with University policies, including:

- **The UC Policy on Discrimination, Harassment, and Affirmative Action in the Workplace and the UC Nondiscrimination Policy Statement:** The University prohibits discrimination against any person employed; seeking employment; or applying for or engaged in a paid or unpaid internship or training program leading to employment with the University of California on the basis of race, color, national origin, religion, sex, gender, gender expression, gender identity, gender transition status, pregnancy, physical or mental disability, medical condition (cancer-related or genetic characteristics), genetic information (including family medical history), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services, including protected veterans.

- **The University of California Policy on Sexual Violence and Sexual Harassment (SVSH)**: The SVSH Policy communicates expectations for individual conduct and 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. The Policy defines Prohibited Conduct, including sexual assault, sexual harassment, relationship violence, stalking, invasion of sexual privacy, sexual exploitation and retaliation against anyone reporting or participating in an SVSH process. The Policy explains the administrative procedures the University uses to resolve reports of Prohibited Conduct.
- **The Guidelines for Preventing and Responding to Faculty Bullying and Other Demeaning & Disruptive Behavior**: The guidelines outline preventing and responding to bullying and other demeaning and disruptive behavior and communicate the importance of promoting and maintaining a departmental/ school culture in which it is clear that bullying and demeaning behavior are contrary to its norms and expectations and, thus, cannot be condoned or tolerated.
- **Faculty Code of Conduct**: The Faculty Code of Conduct (Academic Personnel Manual, section 015) communicates ethical principles as well as professional rights and responsibilities. Unacceptable conduct includes, but is not limited to, violations of any university policy, including the UC Policy on SVSH; use of faculty position or powers to coerce or harm students; or conducting romantic or sexual relationships with any student for whom the faculty member has (or could reasonably expect to have in the future) academic supervisory responsibilities.
- **Berkeley Campus Student Code of Conduct**: The Student Code of Conduct includes rules of conduct intended to foster behaviors that are consistent with a civil and educational setting.

The University of California, Berkeley Principles of Community are:

- We place honesty and integrity in our teaching, learning, research and administration at the highest level.
- We recognize the intrinsic relationship between diversity and excellence in all our endeavors.
- We affirm the dignity of all individuals and strive to uphold a just community in which discrimination and hate are not tolerated.
- We are committed to ensuring freedom of expression and dialogue that elicits the full spectrum of views held by our varied communities.
- We respect the differences as well as the commonalities that bring us together and call for civility and respect in our personal interactions.
- We believe that active participation and leadership in addressing the most pressing issues facing our local and global communities are central to our educational mission.
- We embrace open and equitable access to opportunities for learning and development as our obligation and goal.

Additionally, attendees should behave according to the community agreements established by the event organizers. *If the event organizers have chosen to include their own community agreements, the agreements will appear below.*

Seeking support for survivors or witnesses of sexual violence and harassment and reporting violations of University Policy

Seeking support at UC Berkeley

If you have been affected by sexual harassment, sexual violence, dating/intimate partner violence, stalking, sexual exploitation, and/or invasions of privacy, know there are resources available to support you.

The UC Berkeley [PATH to Care Center](#) advocates provide affirming, empowering, and confidential support to UC Berkeley undergraduate and graduate/professional students, postdoctoral appointees, faculty and academic staff, non-academic staff, and visitors.

To make an appointment, please call the office at 510-642-1988. **For 24/7 urgent support, please call the Care Line at 510-643-2005.**

Reporting violations of University Policy to UC Berkeley

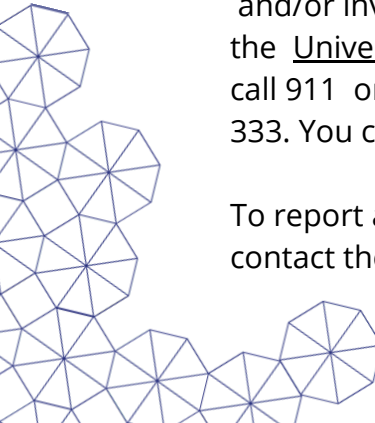
The UC Berkeley [Office for the Prevention of Harassment and Discrimination](#) (OPHD), the campus Title IX Office, responds to and resolves reports of harassment and discrimination that are related to protected class and civil rights policies, including reports of sexual violence and sexual harassment. OPHD will respond to reports involving UC Berkeley undergraduate and graduate/professional students, postdoctoral appointees, faculty and academic staff, non-academic staff, and visitors.

To make a report to OPHD, please email ask_ophd@berkeley, call 510-643-7985, or submit an [online incident reporting form](#).

Reporting any violations of the law

To report a crime, including sexual violence, dating or domestic violence, stalking, and/or invasion of privacy that occurred on University property, please contact the [University of California Police Department](#) (UCPD). In an emergency, please call 911 or, if you are on campus, use the UCPD 24/7 emergency line at 510-642-333. You can also contact UCPD via the 24/7 non-emergency line at 510-642-6760.

To report a crime that occurred somewhere else besides University property, contact the law enforcement agency with jurisdiction at that location.



More information and resources

For more information about support resources and reporting options, please consult the [Where to Get Support Quick Guides](#) and visit the [UC Berkeley Addressing Sexual Violence and Sexual Harassment hub website](#).

Other options for lodging concerns or complaints related to harassment

Individuals who have questions, concerns or complaints related to harassment are also encouraged to contact the conference organizer or the HHS Office for Civil Rights (OCR). Information about how to file a complaint with HHS OCR and what to expect can be found on the [Filing a Civil Rights Complaint](#) page of the HHS OCR website. Please name the conference organizer as the institution hosting the event (e.g. "UC Berkeley"), rather than the specific PI or department. You may cc the chair of the department if you wish.

Individuals can notify NIH about concerns of harassment, including sexual harassment, discrimination, and other forms of inappropriate conduct at NIH-supported conferences. For more information on the [NIH Find Help](#) webpage.

Please note that lodging a complaint with the conference organizer is not required before filing a complaint of discrimination with other offices, including HHS OCR. Similarly, seeking assistance from the conference organizer in no way prohibits filing complaints with OPHD, law enforcement, or HHS OCR.

Reporting obligations for UC Berkeley employees

UC Berkeley employees (including student employees) who are not designated confidential resources are Responsible Employees, meaning they have certain reporting obligations under the [UC Sexual Violence and Sexual Harassment Policy](#). When someone comes to you with a concern related to sexual violence or harassment, it's crucial that you listen, support, and offer resources. Please offer the impacted person a warm referral to the [PATH to Care Center](#) and provide the [Notice of Rights of Options](#). You are also expected to share what you learned with the [Office for the Prevention of Harassment and Discrimination \(OPHD\)](#).

For more information about responding with care and concern to disclosures of sexual violence, and to learn more about being a Responsible Employee, please consult the [Responsible Employee quick guide](#).

Reporting obligations to external agencies

Some forms of misconduct (sexual violence and sexual harassment, protected-class harassment/discrimination, abusive conduct/bullying) requires reporting to a federal agency if a PI or co-PI (or other member of the lab) is accused and there's a finding of a policy violation or other interim disciplinary action.

Organizers' responsibilities

Event organizers, if they are employees of the University of California Berkeley, are Responsible Employees and have an obligation to report any allegations or observed violations of the SVSH policy that involve students to the Title IX officer in OPHD. Organizers who hold a faculty, management, or supervisory position at the University of California, Berkeley are required to report any behavior involving anyone affiliated with the university.

For allegations of other types of misconduct (i.e. harassment, discrimination, bullying/abusive conduct, fraud/waste/misuse etc), organizers are encouraged to consult with OPHD to learn more about how best to address these concerns, including available rights, options and resources. OPHD can also assist in connecting with officials at other institutions if the allegations involve non-affiliates. Organizers should not attempt to investigate matters on their own.

Please only provide information to OPHD that you were told or you know. Please do NOT try to determine whether something actually occurred, or ask for more details. As a Responsible Employee, it is not your role to investigate the matter or to take punitive action. In fact, doing so could cause unintended harm to the parties in the matter, and could jeopardize OPHD's ability to take the steps needed to ensure a fair and safe process.

Campus Security Authorities (CSAs) have additional responsibilities under the Clery Act. Please provide the Notice of Rights and Options to any parties reporting sexual assault, dating violence, domestic violence, and stalking. If you are a Campus Security Authority and need to file a Clery crime report, complete the Clery Act Crime Reporting Form. If you are unsure if you are a Campus Security Authority or have questions, please contact clery@berkeley.edu.