

Safe & Inclusive Working Environment Plan for Off-site Research

All affected employees must have access to this plan and related resources before beginning off-campus work. University policies, grievance procedures, inquiries, and resolution paths are listed on page 2. All individuals working on this project are subject to these policies, regardless of work site location.

Project Title:

eGC1#:

PI Name:

Off-site locations and settings for this project include:

List steps PI and other leadership will take to nurture an inclusive off-campus or off-site working environment for this project, e.g. training, processes to establish shared definitions of roles and responsibilities, culture, codes of conduct, field support, mentor/mentee support mechanisms, regular check-ins, developmental events.

Describe involvement of multiple organizations or the presence of third parties in the working environment, if applicable. If not applicable, list N/A.

How will communications within the team be carried out to minimize a singular point within the communications pathway (e.g., a single person overseeing access to a single satellite phone). Please address communication methods wherever a third party or other organization is involved with UW personnel.

Describe how the following behaviors, if they occur, will be addressed for personnel working off-site for any portion of performance of this project:

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.

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

Describe the steps for making an incident report and how those will be handled.

This Plan and all UW personnel are subject to University of Washington policies, including but not limited to:

- [Title IX Protocol](#)
- [Executive Order 70](#)
- [Required Employee Training](#)
- [Violence Prevention and Response](#)
- [Safecampus](#)
- [UCIRO](#)
- [Executive Order 31](#)
- [Executive Order 54](#)
- [25-71 Process](#)