

## CHEESEHEAD Harassment Procedures

It is not the intent, but rather the perception and impact which determines if an action is harassment. CHEESEHEAD PIs acknowledge that when employees know about the procedures for reporting harassment, have resources to assist targets of harassment, and are certain of sanctions for harassment behavior, the occurrence of harassment can be reduced [McDonald et al., 2016]. Our project will conduct a formal field harassment training for all participants, provide multiple channels for reporting harassment, and pre-determine sanctions for engaging in harassment.

NSF policy (Important Notice No. 144: Harassment) states that the “**NSF does not tolerate sexual harassment, or any kind of harassment**, within the agency, at grantee organizations, field sites, or anywhere NSF-funded science and education are conducted” and they “expect all awardee organizations to establish and maintain **clear and unambiguous standards of behavior** to ensure **harassment-free workplaces wherever science is conducted.**” These requirements are consistent with the independent expectations of the CHEESEHEAD PIs. The CHEESEHEAD PIs are united in their commitment to a diverse, inclusive and respectful environment.

### **All CHEESEHEAD participants are expected to:**

- 1) Be familiar with NSF Important Notice No. 144;  
<https://www.nsf.gov/pubs/issuances/in144.jsp>.
- 2) Participate in a training on **July 8, 2019**. This training will be located at the Kemp Natural Resource Station Connor Conference Center in Woodruff, Wisconsin, and remote access will be available. The training will include information on how to identify and prevent harassment, how to provide support for targets of harassment, and how to report instances of harassment, sexual or other. **Everyone will be asked to confirm that they are aware of NSF Important Notice No. 144 at this time.**
- 3) Report all instances of harassment in accordance with each project participant’s institution policy, or to the CHEESEHEAD Leads identified below.

The CHEESEHEAD PIs agree that reporting harassment is both honorable and courageous, and the project will follow UCAR’s Codes of Conduct. To encourage reporting, the CHEESEHEAD team has established the following multiple channels for reporting harassment. **The lead PI, Ankur Desai ([desai@aos.wisc.edu](mailto:desai@aos.wisc.edu); c: 608-218-4208) and co-I Rose Pertzborn (c: [rosep@ssec.wisc.edu](mailto:rosep@ssec.wisc.edu) , 608-772-9601) will serve as primary points of contact during the field campaign.** Any instances of harassment reported to either point of contact may be reported to UCAR, the NSF Office of Diversity and Inclusion (ODI) and/or the appropriate office at the institution of the alleged perpetrator. The primary points of contact will report the incident to the appropriate office at their home institution in accordance with the policies of their home institution. The contact information for each of these offices is provided below. The team agrees to the following sanctions for engaging in harassment:

- Anyone requested to stop unacceptable behavior is expected to comply immediately.
- Accusations of physical harassment will result in immediate exclusion from all CHEESEHEAD related activities until the accusation has been investigated and resolved. UCAR will investigate all accusations during the field intensive within

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one week of reporting.

- Those accused of non-physical forms of harassment will immediately be separated from interactions with any trainees and/or others who have been targets of harassment during the period of any investigation of an accusation (one week). Depending on the perceived severity of the incident, perpetrators of harassment can be immediately denied access to field sites by the CHEESEHEAD PIs.
- Pending the results of an investigation by UCAR or any participating university OEO/Title IX Office, the CHEESEHEAD team reserves the right to prohibit attendance by the reported perpetrators at any future CHEESEHEAD related meetings.

## ***Definitions***

Harassment constitutes a form of employment discrimination. It is defined as unwelcome conduct that is based on race, color, religion, sex, national origin, age, disability or genetic information. Harassment becomes unlawful where 1) enduring the offensive conduct becomes a condition of continued employment, or 2) ***the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.*** Anti-discrimination laws ***prohibit retaliation*** against those who report harassment.

Sexual harassment is harassment that is of an implicitly or overtly sexual nature, or is based on a person's actual or perceived sex, gender, sexual orientation, gender identity, or gender expression. Sexual harassment, including sexual assault, can involve persons of the same or opposite sex, and includes any unwelcome sexual advance, request for sexual favors, or other conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, education or participation in a CHEESEHEAD related activity;
- Submission to, or rejection of, such conduct by an individual is used as the basis for, or a factor in, decisions affecting that individual's employment, education or participation in a CHEESEHEAD related activity; or
- ***Such conduct has the purpose or effect of unreasonably interfering with an individual's employment or academic performance or creating an intimidating, offensive or hostile environment for participation in any CHEESEHEAD related activities.***

## ***Reporting Contact Information***

### **UCAR Human Resources Department**

Lameece Erwin

[lerwin@ucar.edu](mailto:lerwin@ucar.edu), w: 303-497-8711

Neil Barker

[nbarker@ucar.edu](mailto:nbarker@ucar.edu), w: 303-497-8721

Carolyn Brinkworth, UCAR Chief Diversity Officer

[carolyn@ucar.edu](mailto:carolyn@ucar.edu); w: 303-497-1670; c: 720-619-1459

Bob Wiley, UCAR Health, Environment and Safety

[rwiley@ucar.edu](mailto:rwiley@ucar.edu); w: 303-497-8554

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**NSF Office of Diversity and Inclusion**

(ODI) programcomplaints@nsf.gov

(703) 292-8020

**University of Wisconsin-Madison**

Title IX Coordinator, Lauren Hasselbacher

[lauren.hasselbacher@wisc.edu](mailto:lauren.hasselbacher@wisc.edu)

(608) 890-3788

Report an incident: <https://doso.students.wisc.edu/i-want-to-report-an-incident/>

**University of Wyoming**

Jim Osborn, Title IX Coordinator

(307) 766-5200

report-it@uwyo.edu

***References***

McDonald, P., S. Charlesworth, and T. Graham (2015), Developing a framework of effective prevention and response strategies in workplace sexual harassment, *Asia Pacific Journal of Human Resources*, 53(1), 41-58.

McDonald, P., Charlesworth, S., & Graham, T. (2016). Action or inaction: Bystander intervention in workplace sexual harassment. *The International Journal of Human Resource Management*, 27(5), 548-566.

Salin, D. (2008), Organisational responses to workplace harassment: An exploratory study, *Personnel Review*, 38(1), 26-44.