



INSTRUCTIONS FOR CREATING A SAFETY PLAN FOR NIH SUPPORTED CONFERENCES AND SCIENTIFIC MEETINGS

NIH's Support for Conferences and Scientific Meetings (R13/U13) requires all applicants recommended for funding provide to NIH as part of Just-In-Time materials the "Safety Plan" that will be communicated to all conference/meeting attendees. See [NOT-OD-22-074](#).

1. At the end of this Instruction Package, you will find a template Safety Plan that you may complete and submit to the NIH, along with descriptive answers to the following NIH questions:
 - a. 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 to conference attendees are:

- As part of the Conference Registration electronic process the Safety Plan is provided and requires the attendee to acknowledge they have read the Safety Plan, before checkout.
- Hard copies will be made available at the conference welcome table.
- Include a QR code at tables that provide easy access to the online Safety Plan through a smartphone or tablet.
- Provide attendees with the University bookmark that states Our Common Ground values.
- Create an electronic vignette at time of registration amplifying expected behaviors and ability to report inappropriate behavior.

- 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.

Some suggestions on steps that will be taken to ensure a safe and respectful environment:

- Provide attendees with the University bookmark that states Our Common Ground values.
- Create an electronic vignette at time of registration amplifying expected behaviors and ability to report inappropriate behavior.
- Require UVM employee conference organizers to complete the University of Vermont Harassment and Discrimination Prevention Training.
- Conference organizers will all be instructed to aid where needed and address attendees displaying inappropriate behavior.
- For additional information, consult the resources, services, and best practices offered thru [UVM's Office of Affirmative Action and Equal Opportunity](#).



The template Safety Plan has been developed to meet the NIH required elements as follows:

- a. Statement of commitment to provide a safe environment;
 - b. Expectations of behavior;
 - c. Including list of behaviors considered harassing (specific emphasis on harassment, sexual, racial, ethnic, or otherwise);
 - d. Instructions on how to confidentially report alleged violations of the expectations of behavior to conference organizers;
 - e. Description of how the organizers will assess allegations and the consequences for those who are found to violate the expectations of behavior;
 - f. Information explaining that 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);
 - g. Information about how to file a complaint with HHS OCR;
 - h. Information explaining that filing a complaint with the conference organizer is not required before filing a complaint of discrimination with HHS OCR, and that seeking assistance from the conference organizer in no way prohibits filing complaints with HHS OCR; and
 - i. Information explaining how individuals can notify NIH about concerns of harassment, including sexual harassment, discrimination, and other forms of inappropriate conduct at NIH-supported conferences
2. Upload a copy of the JIT submitted Safety Plan to UVMClick - Funding Proposal as an "Other Supporting Document".
3. NIH staff will review all Safety Plans and approve prior to the award being made.
4. Replace all saved versions in UVMClick with the Final NIH approved Safety Plan.
5. Follow the Safety Plan and enjoy the conference.
6. Ensure all attendees are provided a copy of the "Safety Plan" with the attachments prior to their participation.
7. Contact your Department Grants or Business administrator or email Sponsored Project Administration at spa@uvm.edu with questions.



The University of Vermont



SAFETY PLAN

PROMOTING SAFE AND RESPECTFUL ENVIRONMENTS AT CONFERENCES AND SCIENTIFIC MEETINGS

SUPPORTED BY NIH

STATEMENT OF COMMITMENT:

"The University of Vermont is a community that champions and lives by [Our Common Ground](#) values. Achieving our mission of education, research, and engagement requires us to foster together a campus community free of behaviors that inhibit anyone from fully participating in all aspects of the university experience. I want to take this opportunity to restate our shared position that UVM unequivocally condemns, and will not tolerate, any form of discrimination or harassment on our campus." – Suresh Garimella, President

OUR COMMON GROUND:

RESPECT.

We respect each other. We listen to each other, encourage each other and care about each other. We are strengthened by our diverse perspectives.

INTEGRITY.

We value fairness, straightforward conduct, adherence to the facts, and sincerity. We acknowledge when things have not turned out the way we had hoped. As stewards of the University of Vermont, we are honest and ethical in all responsibilities entrusted to us.

INNOVATION.

We want to be at the forefront of change and believe that the best way to lead is to learn from our successes and mistakes and continue to grow. We are forward-looking and break new ground in addressing important community and societal needs.

OPENNESS.

We encourage the open exchange of information and ideas from all quarters of the community. We believe that through collaboration and participation, each of us has an important role in determining the direction and well-being of our community.

JUSTICE.

As a just community, we unite against all forms of injustice, including, but not limited to, racism. We reject bigotry, oppression, degradation, and harassment, and we challenge injustice toward any member of our community.

RESPONSIBILITY.

We are personally and collectively responsible for our words and deeds. We stand together to uphold our common ground.



EXPECTATIONS OF ATTENDEES AND ORGANIZERS BEHAVIOR

Attendees, Organizers, and any other conference participant are expected to uphold the University of Vermont's Common Ground values and foster a Safe and Respectful Environment that is free from discrimination and harassment, including sexual misconduct. Inappropriate behaviors will not be tolerated.

The University of Vermont has policies in place that strictly prohibits all forms of discrimination and harassment, including sexual misconduct, and is committed to (1) eliminating, preventing, and addressing the effects of discrimination and harassment; (2) cultivating a climate where all individuals are well-informed and supported in disclosing incidents of discrimination and harassment; and (3) providing a fair and impartial process for investigation and adjudication of conduct prohibited by UVM policies.

UNIVERSITY OF VERMONT POLICIES (ONLINE) INCLUDE THE FOLLOWING:

- [Campus Safety and Security: Clery Act](#)
- [Code of Conduct and Ethical Standards](#)
- [Code of Student Conduct](#)
- [Designation and Responsibilities of UVM Reporters](#)
- [Discrimination, Harassment, and Sexual Misconduct](#)
- [Discrimination, Harassment, and Non-Title IX Sexual Misconduct Sanctioning Procedures for Student Respondents](#)
- [Equal Employment Opportunity/Affirmative Action Policy Statement](#)
- [Equal Opportunity in Educational Programs and Activities and Non-Harassment](#)
- [Grievance Policy for Non-Represented Staff](#)
- [Handling and Resolving Discrimination, Harassment, and Sexual Misconduct Complaints](#)
- [Hazing](#)
- [Hearing Procedures for Title IX Offenses Involving Employee Respondents](#)
- [Hearing Procedures for Title IX Offenses Involving Student Respondents](#)
- [Minors: Reporting Abuse or Neglect of and Crimes](#)
- [Minors in Laboratories](#)
- [Misconduct in Research](#)
- [Nepotism](#)
- [Personal Safety & Security](#)
- [Protecting Minors](#)
- [Student Organization Misconduct Investigation and Resolution](#)
- [Vulnerable Adults: Reporting Abuse, neglect, or Exploitation of, and Crimes](#)
- [Whistleblower Policy: Reporting, Protections & Non-Retaliation](#)



The University of Vermont



REPORT AN EMERGENCY

- Emergency or any serious concern for safety, call 9-1-1.

REPORT 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 [University of Vermont Police Services](#).

- 24/7 Assistance: (802) 656-3473
- Administrative (M-F, 8-4): (802) 656-2027

REPORT BIAS, DISCRIMINATION, & HARASSMENT INCIDENTS

- Online [Reporting Form](#)

REPORT VIOLATIONS OF UVM POLICY (ACCEPTS ANONYMOUS REPORTS)

- Online Reporting at [Ethics and Compliance Reporting and HelpLine](#)
- Report over the phone at (800) 461-9330 or via text message at (802) 441-6649.

REPORT OTHER NON-URGENT MATTERS

- Report a Concern - [UVM Campus Reporting Portal](#)

OTHER REPORTING OPTIONS RELATED TO HARASSMENT

It is not required for an individual to file a complaint with UVM or with the conference organizer. Individuals may report to the HHS Office for Civil Rights (OCR) directly.

- See [Filing a Civil Rights Complaint](#)

Individuals can notify NIH about concerns of harassment, including sexual harassment, discrimination, and other forms of inappropriate conduct at NIH-supported conferences.

- See the NIH webpage [Find Help](#).



The University of Vermont



CONFERENCE/MEETING CONTACTS

Conference/Meeting Name: _____

Conference/Meeting Location/s: _____

Conference/Meeting Start Date: _____ End Date: _____

This conference/workshop/meeting is supported all or in part by the National Institutes of Health (NIH) under Grant/Award Number/s: _____

Grant Principal Investigator (PI) Name: _____

PI Cell Number: _____

PI Email Address: _____

Conference Organizer Name: _____

Conference Organizer Cell Number: _____

Conference Organizer Email Address: _____

Will participants have regular internet or cell service available? ☐ Yes ☐ No

If no, what alternate arrangements are in place for participants to report suspected misconduct in areas that do not have internet or cell service?



PI ACKNOWLEDGEMENT

As PI of the NIH grant/s supporting the conference/workshop/meeting I acknowledge my obligations to ensure this Safety Plan is implemented in such a way to ensure a Safe and Respectful Environment.

PI Signature: _____ Date Signed: _____



Discrimination, Harassment, and Crime Reporting

Reporting an Incident:

STEP ONE — CONTACT LAW ENFORCEMENT.

ALWAYS CALL 9-1-1 IF A CRIME OR OTHER EMERGENCY IS IN PROGRESS, or if at any time there is an imminent or continuing threat of harm to persons or property.

IN A NON-EMERGENCY SITUATION, make the individual you are speaking with aware of their option to make a report to local law enforcement and assist with making initial contact.

ON CAMPUS LAW ENFORCEMENT:

UVM POLICE SERVICES — 802-656-3473

STEP TWO — MAKE A CLERY ACT REPORT.

PROMPTLY FILE AN ELECTRONIC CSA REPORTING FORM, regardless of whether a police report is filed.

CSA FORM AVAILABLE AT: www.uvm.edu/police/csa

The name of the alleged victim(s) **SHOULD NOT BE INCLUDED** in the CSA Reporting Form **UNLESS**:

- 1) **DISCLOSURE IS REQUIRED BY LAW** (e.g. abuse or neglect of minors or vulnerable adults)
- 2) The incident presents an **IMMINENT OR CONTINUING THREAT OF HARM**
- 3) The incident constitutes **DOMESTIC VIOLENCE, DATING VIOLENCE, OR STALKING**
- 4) **YOU ARE GIVEN PERMISSION TO DO SO** by the alleged victim

ALL OTHER IDENTIFYING INFORMATION SHARED WITH YOU ABOUT THE INCIDENT MUST BE INCLUDED.

Examples include location, name(s) of alleged perpetrator(s) or witness(es), incident description, etc.

STEP THREE — MAKE A REPORT TO AAEO.

All allegations of **DISCRIMINATION AND HARASSMENT**, including all of **SEXUAL MISCONDUCT**, **MUST** be reported to Affirmative Action and Equal Opportunity (AAEO) to enable appropriate support and institutional response.

REPORTS TO AAEO SHOULD INCLUDE:

- 1) **NAMES** of Reporting Party, Alleged Victim, Alleged Perpetrator, and Witnesses, to the extent known
- 2) **LOCATION** where the incident occurred
- 3) **NATURE** of the incident

THERE ARE TWO WAYS TO REPORT TO AAEO:

1) SEXUAL MISCONDUCT REPORTS:

Email TitleIX@uvm.edu or Title9@UVM.edu

2) ALL OTHER REPORTS including Bias, Discrimination, and Harassment, **USE THE FORM AVAILABLE AT:**

www.uvm.edu/aaeo

A Reference Guide for UVM Reporters

A FEW REPORTING REMINDERS

- **WHEN IN DOUBT, MAKE A REPORT**
- You are **NOT RESPONSIBLE FOR INVESTIGATION**. Report the information that you have.
- Refer to the **BACK OF THIS SHEET** for talking points to help you with **WHAT TO SAY WHEN AN INCIDENT IS DISCLOSED TO YOU**.

Support Services and Resources:

CAMPUS AND COMMUNITY RESOURCES YOU CAN SHARE

FREE & CONFIDENTIAL ON CAMPUS RESOURCES

<i>UVM Campus Advocacy Services</i>	802-863-1236
<i>Counseling & Psychiatry Services</i>	802-656-3340
<i>Employee Assistance Program</i>	802-656-EAP0
<i>Student Health Services</i>	802-656-3350

FREE & CONFIDENTIAL COMMUNITY RESOURCES

<i>H.O.P.E. Works (Rape Crisis Hotline)</i>	802-863-1236
<i>Howard Center Adult Crisis Hotline</i>	802-488-6400
<i>Safe Space (LGBTQA Survivor Services)</i>	802-863-0003
<i>Steps to End Domestic Violence</i>	802-658-1996
<i>UVM Medical Center Emergency Dept.</i>	802-847-2434
<i>Vermont Center for Crime Victim Services</i>	802-241-1250
<i>Vermont Domestic Violence Hotline</i>	1-800-228-7395
<i>Vermont Sexual Violence Hotline</i>	1-800-489-7273

FREE & NON-CONFIDENTIAL RESOURCES

<i>AAEO / Title IX Coordinator at UVM</i>	802-656-3368
<i>Title IX Intake and Outreach Coordinator</i>	802-656-3368
<i>UVM Dean of Students Office</i>	802-656-3380
<i>UVM Police Services</i>	802-656-3473
<i>Vermont Adult Protective Services</i>	1-800-564-1612
<i>Vermont Dept. of Children & Families</i>	1-800-649-5285

MORE RESOURCES ARE AVAILABLE AT

UVM's ANNUAL SECURITY REPORT:

<http://www.uvm.edu/police/reports/clery/public-safety-report.pdf>

TITLE IX AND SEXUAL MISCONDUCT RESOURCES WEBSITE:

<https://www.uvm.edu/aaeo/title-9-sexual-misconduct>

ALL UVM REPORTING FORMS:

https://www.uvm.edu/deanofstudents/student_advocacy



The University of Vermont

THE CODE

CODE OF CONDUCT AND ETHICAL STANDARDS

SUMMARY BROCHURE

THIS BROCHURE IS A SUMMARY OF THE UNIVERSITY OF VERMONT'S CODE OF CONDUCT AND ETHICAL STANDARDS. FOR A COPY OF THE FULL CODE, PLEASE VISIT go.uvm.edu/codeofconduct

Code Statement

The University of Vermont is committed to continually strengthening its ethical culture. From the University's motto of "Studiis et Rebus Honestis" (Integrity in Theoretical and Practical Pursuits) to our values stated in "[Our Common Ground](#)", we are all expected to perform our jobs and to conduct business in an ethical and compliant manner. All University personnel have a shared responsibility to the University, to those we serve, to our community and to each other.

Reason for the Code

The Code of Conduct and Ethical Standards ("Code") is a tool to help you comply with legal and regulatory requirements and with University policies and procedures. The Code is designed to help you make ethical choices when and if you are faced with a difficult decision or situation.

Applicability of the Code

The full Code applies to all University of Vermont personnel. Personnel includes, but is not limited to, faculty, staff, volunteers, student employees, and individuals hired or contracted to perform a function that is generally associated with an employment relationship (*i.e.*, temporary employee, student employees). This Code also applies to all those attending a UVM hosted, sponsored or internal event.

What is Wrongdoing?

Real or suspected violations of legal and regulatory requirements (laws, acts, statutes, regulations), policies and procedures, and/or professional standards.

Fraudulent or dishonest conduct resulting in violation of law or University policy.

Compliance Reporting System

The University has established a robust compliance reporting system made up of several reporting mechanisms. For more information on available reporting mechanisms, review the [Whistleblower Policy: Reporting, Protections, & Non-Retaliation](#) policy.

Non-Retaliation

The University prohibits retaliation or retribution for a good faith report, for supporting a person who files a good faith report, or for participating in an investigation of a report. Refer to the [Whistleblower Policy: Reporting, Protections, & Non-Retaliation](#) policy for more information.

Questions related to the daily operational interpretation of the Code or this brochure should be directed to:

Director of Compliance Services and Chief Privacy Officer
Office of Audit, Compliance and Privacy Services
(802) 656-3086

compliance@uvm.edu

The President is the official responsible for the interpretation and administration of the Code.



THE CODE

CODE OF CONDUCT AND ETHICAL STANDARDS SUMMARY BROCHURE

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Principles and Standards

The intent of the code is to communicate the principles and standards that have been identified as most relevant to the University's stated values and to the compliance program recognizing that UVM's policies and procedures extend beyond those identified in this code.

Creating a Respectful Campus Environment

Under state and federal statutes, it is illegal to discriminate based on race, color, national origin, religion, sex, disability, certain Veterans, age, citizenship status and genetic information. The State of Vermont also prohibits discrimination based on sexual orientation, gender identity and related characteristics, place of birth, ancestry, veteran status, HIV status, and discrimination on the basis of age as to persons 18 and older.

Sexual Harassment and Misconduct

The University of Vermont, including its Schools and Colleges, seeks to maintain a safe learning, living, and working environment. To that end, all forms of Sexual Harassment and Sexual Misconduct, which includes, but is not limited to, attempted and completed acts of Sexual Assault, Relationship Violence, Gender-Based Stalking, and Sexual Exploitation, or facilitation thereof, are strictly prohibited and will not be tolerated. The University also prohibits retaliation against an individual for making a good faith report of conduct prohibited under this Policy, as well as individuals providing information, participating in the investigation of any such report, or otherwise being involved in the process of responding to, investigating, or addressing allegations of Sexual Harassment and Misconduct. More information can be found [here](#).

Privacy and Security of Confidential Information

At UVM, we recognize the importance of protecting the privacy and security of confidential information. Some of this information is legally protected. Some of it is sensitive and, for a variety of reasons, needs to be kept confidential. Whether it is legally required or just the right thing to do, the University takes this responsibility very seriously and demonstrates its commitment through its Information Security and Privacy Programs. Everyone has a responsibility to maintain the privacy and security of confidential or sensitive information. Protection of this information can greatly reduce the risk of the misuse of information or a breach.

Freedom of Expression

While our mission is dedicated to free expression and facilitation of the exchange of ideas, we need to balance that with our need to ensure that University endorsement is not improperly attributed and that University resources and facilities are used in a manner consistent with policy and campus safety.

Conflicts of Interest and Conflicts of Commitment

If you, or a member of your immediate family, has (or could have) a personal or financial interest that affects independent judgment as it relates to University duties OR it could result in personal gain or advancement at the expense of the University, you may have a conflict of interest. If you engage in external activities that significantly interfere with your ability to perform your UVM duties or are reasonably expected to interfere with your ability to perform your UVM duties, you may have a conflict of commitment. In both cases, the agreement, arrangement or activity could be prohibited.

Protecting University Assets and Appropriate Use of University Resources

Everyone has a responsibility to make sure that University resources are not wasted or used inappropriately. Stealing, committing fraud, bribing, and providing kickbacks are all examples of inappropriate use of University resources and are all violations of the law, University policy and the Code. We must all do our part to protect University resources.

Research

The University of Vermont is committed to fostering an environment in which the highest ethical standards in the conduct of research are followed. The primary responsibility for maintaining such standards of honesty in the pursuit and dissemination of knowledge rests with the faculty, their collaborating staff members, and students. An individual engaged in research is prohibited from engaging in Research Misconduct.

Creating a Safe and Healthy Campus

A safe and healthy campus refers to both environmental safety (i.e., buildings, grounds) and personal safety. When it comes to a safe and healthy campus, we are equally responsible for how we behave as well as how we treat others. If you ever feel unsafe or if you see or hear about unsafe conditions on campus or in your workplace or on campus, let someone know. Contact anyone listed under the resources section of the [Code](#). If you ever feel that you are in immediate danger, call 911.