

*[This template provides possible language and resources that could be included in the Plan. When using this template remove the red instructions that are in brackets]*

### **Safe & Inclusive Working Environment Plan**

<b>Institution:</b> Texas A&M University-Corpus Christi (TAMU-CC)	
<b>Project PI:</b>	
<b>PI Phone Number:</b>	<b>PI Email:</b>
<b>Project Title:</b>	
<b>Brief description of field setting and unique challenges of the team:</b>	
<b>Estimated Departure Date:</b>	<b>Estimated Return Date:</b>
<b>Third Party Partners at Off-campus/Off-site Location:</b> <i>[Third party partners are partners not affiliated with TAMU-CC as an employee or student who is present in the off-campus/off-site research working environment.]</i>	

### **Nurturing an Inclusive Off-campus or Off-site Working Environment**

All TAMU-CC University staff, faculty, and student workers are required by University policy to complete the Discrimination and Harassment Prevention and Response Training course.

*[For this project an inclusive off-campus or off-site working environment may also be nurtured through the following activities: 1) Trainings; 2) Processes to establish shared team definitions of roles and responsibilities; and/or 3) Culture, e.g., codes of conduct; and field support, such as mentor/mentee support mechanisms, regular check-ins, and/or developmental events. Please explain Detail here.]*

### **Communications**

*Individuals participating in the off-campus or off-site research will have access to the following communications pathways and singular points of communication will be minimized as follows **[select option(s)]***

- Participants will have personal phones and/or computer and regular internet or cell service; AND/OR
- Other (provide detail):

*[Singular points of communication should be minimized. This plan should never have a single person overseeing access to a single satellite phone or other communication devices.]*

### **Reporting, Responding to and Resolving Issues of Harassment**

If you are in an emergency situation, Dial 911 immediately for law enforcement and/or medical assistance.

All participants are responsible for ensuring that our work environment is free from harassment and discrimination. When alleged or suspected harassment is experienced or observed by or made

known to a TAMU-CC employee, the employee is responsible for promptly reporting this harassment to the TAMU-CC Title IX Coordinator. All non-employee participants should report any incident to any of the project supervisors or the TAMU-CC Title IX Coordinator.

**TAMU Title IX Coordinator:** Rosie Ruiz: 361-825-5826, email [rosie.ruiz@tamucc.edu](mailto:rosie.ruiz@tamucc.edu) or online at <https://www.tamucc.edu/president/compliance/edcs/complaints/index>.

**Special Considerations (Required if Third Party Partners Involved)** *[If not applicable, this section can be removed to help conform to the 2 page limit]*

*Third Party Partners:* If third party partners are present in the off-campus or off-site working environment, they:

- Will follow their entities related codes of conduct and reporting structures;
- May report incidences to the PI as listed above;
- May report incidences to TAMU-CC Title IX Coordinator when a TAMU-CC partner, staff member, student employee, or faculty member is alleged to have engaged in behavior in violation TAMU-CC policy.

*Other:*

*[Detail Special circumstances that necessitate special plans (e.g., participants are at sea without ability to make contact with land; local transportation to a safe space is not available; variance in cultural norms might necessitate advance awareness training)]*

**Plan Dissemination**

*The plan will be disseminated to individuals participating in the off-campus or off-site research prior to departure as follows.*

*[Detail who the plan will be disseminated to (include subrecipient or collaborative individuals participating in off-campus/off-site research), method and timeline for dissemination. If the project has a website, it is recommended that the plan be posted to the website and the website also put in the information given to project personnel]*

**PI Certification**

*As PI of subject project, I understand that it is my responsibility to implement this plan and to uphold the TAMU-CC related policies.*

PI Name	
PI Signature	Date