**DRAFT Statement for personnel managers at the HBEF, HBRF, HBES, and the HB LTER**

**Personnel managers include principal investigators, field crew leaders, program directors, academic advisors, and some graduate students.**

 **Workplace Safety, Sensitivity, and Inclusion at the Hubbard Brook Ecosystem Study**
Management and legal responsibilities related to workplace sensitivity training and interpersonal workplace conflicts, including harassment, are established on the basis of employment. Regardless of the work setting, it is the responsibility of the employer to insure that staff/students are able to enjoy a safe, respectful, and inclusive workplace. It is the employer’s responsibility to intervene in order to resolve ongoing interpersonal workplace conflicts involving staff/students. Additionally, the location of the incident or conflict (e.g., USFS HBEF, HBRF Mirror Lake hamlets, PVF dormitory) gives the owner/operator of the facility the authority to determine whether a disruptive site-user or renter should be asked to leave.

Criminal behavior requires immediate action.

Each organizational unit at Hubbard Brook (HBEF, HBRF, HBES Cooperators, HB LTER) is responsible for training personnel and insuring that staff/students have read and understand the workplace sensitivity policies of their home institutions.

**As a community at Hubbard Brook, we can contribute to coordinated, responsible supervision through shared training resources, a clear understanding of responsibility, and good communication.**

**DRAFT general statement to the HB community to be distributed via the HB list serve, posted on hubbardbrook.org, and included in the HBRF’s summer resident manual**
**Workplace Safety, Sensitivity, and Inclusion at the Hubbard Brook Ecosystem Study: Our Shared Commitment to Preventing, Detecting, and Addressing Harassment and Other Barriers to a Productive and Positive Environment for Working, Living, and Studying**

Our goal at Hubbard Brook is to create a vibrant, inclusive work environment that is safe and free of harassment and other forms of discrimination. All staff/students are expected to conduct their work with sensitivity to others and in consideration of any barriers that might limit a colleague’s ability to work across the full range of his or her tasks. Sensitivity and respect are the foundation of an inclusive work environment. Good communication with one another and with managers that raises awareness is essential to preventing many interpersonal conflicts that affect employees’ ability to thrive at work.

Anyone who feels that he or she has been harassed or experienced discrimination in any way or who has witnessed harassment is encouraged to discuss the incident or behavior with a colleague or supervisor (see mandatory reporting policy below). In the event that an employee is being harassed by his or her direct supervisor, the employee is advised to report the issue to the supervisor’s manager or a colleague. Facility owners/operators also have the authority to evict renters or site-users if their behavior is generally disruptive.

At Hubbard Brook, students and employees from cooperating universities are subject to the workplace sensitivity and harassment policies of their home institutions. The following file contains links to the harassment policies of Hubbard Brook cooperators. The file also includes up-to-date contact information for crew leaders, principal investigators, managers, and other Hubbard Brook cooperators from participating institutions. All supervisors at Hubbard Brook are considered mandatory reporters, required by law to actively address issues of harassment. The lines of reporting as well as institutional policies are listed in this Google sheet:

<https://drive.google.com/file/d/1weBWFAVzpjqO0b9-SVeat4afpAqHVsAK/view?usp=sharing>

Concerns should be addressed to direct supervisors. For cases where the complaint involved the direct supervisor, concerns can be lodged with the supervisor’s boss and/or the home institution’s Human Resource or Title IX office.

Hubbard Brook also supports non-mandatory reporters who are not legally required to disclose information related to a potential case of harassment or discrimination. The non-mandatory reporters are available to answer questions and explain reporting options. Non-mandatory reporters contact info:

**Hannah Vollmer Hubbard Brook Research Foundation** hvollmer@hubbardbrookfoundation.org

The definition of harassment according to the U.S. Equal Opportunity Employment Commission can be found here:

<https://www.eeoc.gov/laws/types/harassment.cfm>

**Mandatory Reporters**
As a training institution and recipient of federal funding, Hubbard Brook is subject by federal law to mandatory reporting policies as set forth in Title IX. All “responsible employees” (i.e., personnel managers) are required to take action and to report incidents of harassment. The lines of reporting as well as institutional policies are listed in the Google Sheet:

<https://drive.google.com/file/d/1weBWFAVzpjqO0b9-SVeat4afpAqHVsAK/view?usp=sharing>