**[TEMPLATE INSTRUCTIONS: THIS TEMPLATE CAN BE USED FOR THE ESTABLISHMENT OF SAFETY PLANS AS REQUIRED BY SPONSORS, FUNDERS, OR AS APPLICABLE, ALL TEXT IN BRACKETS SHOULD BE REPLACED WITH CONFERENCE/SYMPOSIUM/TRAINING SPECIFICS OR REMOVED PRIOR TO DISSEMINATION. THIS TEMPLATE CAN BE MODIFIED. FOR THE PURPOSES OF THIS DOCUMENT, SESSION IS A PLACEHOLDER TO DESCRIBE THE TYPE OF SESSION BEING CONDUCTED, E.G, CONFERENCE, SYMPOSIUM, TRAINING]**

## Safety Plan

**[INSERT SESSION TITLE]**

### Statement of Commitment

The **[INSERT SESSION TITLE]** organizing committee is committed to providing a safe environment for all attendees, speakers, support staff, sponsors, and event services personnel (all **[INSERT SESSION TYPE]** participants). Embedded in the ethos of the **[INSERT GROUP/COMMITTEE/DEPARTMENT HOSTING/RUNNING THE EVENT]** community is a commitment to free, open, and respectful inquiry, intellectual honesty, and both personal and professional integrity. We strive to provide an experience that is inclusive and welcoming to all **[INSERT TYPE OF SESSION]** participants that includes both individual (personality, values, attitudes, etc.) and other dimensions of difference including ideological, intellectual, economic, gender, gender identity, ability, sexual orientation, religious, age, racial, cultural, ethnic, visible, and invisible disabilities, veteran status, and nationality. The **[INSERT GROUP/COMMITTEE/DEPARTMENT HOSTING/RUNNING THE EVENT]** recognizes the value of fostering a safe, respectful, and diverse **[INSERT TYPE OF SESSION]** for the purposes of **[INSERT PURPOSE OF SESSION]**

### Expected Behavior

The **[INSERT SESSION TITLE]** Organizing Committee expects that all **[INSERT TYPE OF SESSION]** participants will:

1. Be considerate and respectful to all **[INSERT TYPE OF SESSION]** participants.
2. Refrain from demeaning, discriminatory, or harassing behavior, materials, and speech.
3. Speak up if they observe anything at the **[INSERT TYPE OF SESSION]** that conflicts with Safety Plan. If you are being harassed or feel uncomfortable, notice that someone else is being harassed, or have any other concerns, please contact a member of the **[INSERT SESSION TITLE]** Organizing Committee immediately.

### Unacceptable Behavior

Unacceptable behavior from any **[INSERT TYPE OF SESSION]** participant will not be tolerated. Unacceptable behavior includes, but is not limited to:

1. Intimidating, harassing, abusive, discriminatory, derogatory, or demeaning speech, materials, or conduct by any participants of the **[INSERT TYPE OF SESSION]** and related **[INSERT TYPE OF SESSION]** activities. The **[INSERT TYPE OF SESSION]** event venues are shared with members of the public; please be respectful to all patrons of these locations.
2. Violence, threats of violence, or violent language directed against another person.
3. Sexist, racist, transphobic, antisemitic, islamophobic, or otherwise discriminatory jokes and language.
4. Personal insults, particularly those related to gender, sexual orientation, race, religion, or disability.
5. Inappropriate photography or recording.
6. Taking of photos within the **[INSERT TYPE OF SESSION]** environment for use on social media, without the prior permission of the individuals or owners of the content therein.
7. Any boisterous, lewd, or offensive behavior or language, including but not limited to using sexually explicit or offensive language, materials or conduct, or any language, behavior, or content that contains profanity, obscene gestures, or racial, religious, or ethnic slurs.
8. Failure to obey any rules or regulations of the **[INSERT TYPE OF SESSION]** venue.

### Consequences of Unacceptable Behavior

Unacceptable behavior will not be tolerated. Anyone asked to stop unacceptable behavior is expected to comply immediately. If a **[INSERT TYPE OF SESSION]** participant engages in unacceptable behavior, the **[INSERT SESSION TITLE]** Organizing Committee may take any action it deems appropriate, including warning or expelling the offender from the **[INSERT TYPE OF SESSION]** with no refund. For more egregious behavior, the **[INSERT SESSION TITLE]** Organizing Committee may, with reasonable discretion, temporarily ban or permanently expel a participant from the **[INSERT TYPE OF SESSION]**.

### Assessment of Allegations and Consequences

The **[INSERT SESSION TITLE]** Organizing Committee Safety Administrator will work with the Safety Oversight Committee, that includes Drexel University’s Title IX Coordinator, Victim Support Specialist, and Vice President of Public Safety and Chief of Police to assess the allegations, undertake investigations and if needed administer consequences.

### How to Report Alleged Violations

**[IF THIS EVENT IS NOT HOSTED BY DREXEL UNIVERSITY, REPLACE SECTION CONTENTS AND INCLUDE HOST SPECIFIC INFORMATION]** Since the **[INSERT SESSION TITLE]** **[INSERT TYPE OF SESSION]** is hosted by Drexel University, we will use the established institutional protocols for reporting alleged violations.

Drexel University is committed to providing a welcoming, inclusive, and respectful environment for students, faculty, professional staff, and guests. This commitment includes ensuring that the University complies with its own policies and with federal, state, and local laws prohibiting discrimination and harassment based upon race, color, religion, national origin, age, disability, sexual orientation, sex, gender identity and expression, veteran status, genetic information, and any other characteristic prohibited by law.

Drexel’s Discrimination, Harassment and Bias Incident Prevention Policy and Sexual Harassment and Sexual Misconduct Policy provide timely, fair, thorough, private, and dignified processes for handling and investigating complaints of discrimination, harassment, and misconduct, including sexual assault. Please visit <https://drexel.edu/equity-inclusive-culture/reporting/overview/> for more details.

[The Equity and Inclusive Culture (EIC) incident reporting form](https://cm.maxient.com/reportingform.php?DrexelUniv&layout_id=6) is the preferred and primary method for receiving confidential reports. Using this form ensures that EIC has the information necessary to make informed decisions concerning report response and the health and safety of impacted individuals and **[INSERT TYPE OF SESSION]** participants. However, if for some reason you are unable to submit the report using the reporting form linked above, please contact EIC by phone or email to relay your report or to gather additional information about reporting.

1. By Phone: (215) 895-1405
2. By Email: [eic@drexel.edu](mailto:eic@drexel.edu)
3. Anonymously through Drexel University Ethics Point:
   1. 866.358.1010 (phone)
   2. [Bit.ly/1dSDegK](https://secure.ethicspoint.com/domain/media/en/gui/14030/index.html) (online)
4. IN THE CASE OF AN EMERGENCY: Call 911 or (215) 895-2222 (Drexel Public Safety)

When making your report, be sure to include that you, or the person you are reporting on behalf of, is a **[INSERT SESSION TITLE]** **[INSERT TYPE OF SESSION]** participant to ensure that the Safety Oversight Committee is notified in a timely manner.

Once the report has been filed, we will assemble the **[INSERT SESSION TITLE]** Safety Oversight committee to review and respond to the report.

### Where to Get More Information

Individuals who have questions, concerns for complaints related to harassment are encouraged to contact:

1. **[INSERT SESSION TITLE]** Safety Administrator, **[INSERT NAME]** by email **[INSERT SAFETY ADMINISTRATOR’S DREXEL EMAIL ADDRESS]**,by phone **[INSERT SAFETY ADMINISTRATOR’S PHONE NUMBER]**, and/or
2. **[INSERT SESSION TITLE]** Organizing Committee at **[INSERT SESSION EMAIL ADDRESS]**, and/or
3. [Drexel University Compliance Hotline](https://secure.ethicspoint.com/domain/media/en/gui/14030/index.html) and/or
4. [HHS Office for Civil Rights (OCR)](https://www.hhs.gov/ocr/index.html)

Additional resources can be found on the **[INSERT SESSION TITLE]** **[INSERT TYPE OF SESSION]** [website](https://drexel.edu/biomed/research-and-design/overview/IMES2022/).).

### How to File a Complaint with HHS OCR

**[IF THIS EVENT IS NOT FUNDED BY A FEDERAL FUNDER, REMOVE SECTION AND HEADER].** Since the **[INSERT SESSION TITLE]** **[INSERT TYPE OF SESSION]** is supported by **[Funder]**, funding participants are also allowed to file a complaint directly with the Department of Health and Human Services (HHS), Office of Civil Rights (OCR). If you believe that you have been discriminated against because of your race, color, national origin, disability, age, sex, or religion at the **[INSERT TYPE OF SESSION]**, you may file a complaint directly with OCR. You may file a complaint for yourself or on the behalf of someone else. Instructions for filing complaints via mail, fax, email or by the complaint portal can be found here: <https://www.hhs.gov/civil-rights/filing-a-complaint/complaint-process/index.html>

Filing a complaint with the conference organizer is *not required* before filing a complaint of discrimination with HHS OCR and seeking assistance from the conference organizer *in no way prohibits* participants from filing complaints with HHS OCR.

### How to Notify Others About Harassment

**[IF THIS EVENT IS FUNDED BY A FEDERAL FUNDER, INCLUDE THE FOLLOWING, OTHERWISE REMOVE]: [INSERT TYPE OF SESSION]** participants can notify the **[INSERT FUNDER]** directly about concerns of harassment, including sexual harassment, discrimination, and other forms of inappropriate conduct at **[INSERT FUNDER]** -supported conferences. To file a notification directly with **[INSERT FUNDER]**, go here: **[INSERT APPROPRIATE FUNDER’S WEBSITE LINK]**.

While **[INSERT FUNDER]** will follow up on all notifications of concerns related to **[INSERT FUNDER]** -funded research, **[INSERT FUNDER]** cannot take personnel or legal actions on behalf of non- **[INSERT FUNDER]** employees. **[INSERT FUNDER]** strongly encourages individuals to report allegations to the appropriate authorities, which may include:

1. Philadelphia’s local police department at 911 or Drexel University Public Safety (215) 895-2222
2. Drexel University’s Office for Institutional Equity and Inclusive Culture (215) 895-1405 or Alison Dougherty, Ed.D., Interim Title IX Coordinator at [eic@drexel.edu](mailto:eic@drexel.edu)
3. The HHS Office for Civil Rights (OCR, <https://www.hhs.gov/ocr/index.html>) to obtain additional information and to file a formal complaint.

For more information, visit **[INSERT FUNDER]**’s Find Help page: **[INSERT FUNDER’S HELP PAGE WEBSITE LINK]**

**[IF THIS EVENT IS NOT FUNDED BY A FEDERAL FUNDER, INCLUDE THE FOLLOWING, OTHERWISE REMOVE]:**

When making your report, be sure to include that you, or the person you are reporting on behalf of, is a **[INSERT SESSION TITLE]** Training participant to ensure that **[INSERT GROUP/COMMITTEE/DEPARTMENT HOSTING/RUNNING THE EVENT]** is notified in a timely manner.

Once the report has been filed, we will assemble applicable parties to review and respond to the report.

Safety Plan Communication Strategy

**[IF THIS EVENT IS FUNDED BY A FEDERAL FUNDER, INCLUDE THE FOLLOWING, OTHERWISE REMOVE CONTENT AND HEADER]**

* 1. Publish Safety Plan on the **[INSERT TYPE OF SESSION]** Website
  2. Publish the Safety Plan in the printed **[INSERT TYPE OF SESSION]** Brochure
  3. Prepare PowerPoint Slide(s) about the Safety Plan to be shown at the start of each day of the **[INSERT TYPE OF SESSION]**.

Organizing Committee Pledge

**[IF THIS EVENT IS FUNDED BY A FEDERAL FUNDER, INCLUDE THE FOLLOWING, OTHERWISE REMOVE CONTENT AND HEADER]**

The **[INSERT SESSION TITLE]** Organizing Committee pledges to build and support a safe and respectful environment for all attendees, free from discrimination and harassment by taking the following steps:

1. Develop and widely publish a **[INSERT TYPE OF SESSION]** Code of Conduct
2. Educate all **[INSERT TYPE OF SESSION]** participants on importance of respect, collegiality, diversity of all types including ideas and how these concepts support the responsible research and innovation
3. Organize a **[INSERT SESSION TITLE]** **[INSERT TYPE OF SESSION]** Safety Oversight Committee
4. Collaborate with Drexel University’s Office of the Vice Provost for Diversity, Equity & Inclusion in the development of the **[INSERT TYPE OF SESSION]**’s Code of Conduct and all educational materials for **[INSERT TYPE OF SESSION]** participants to insure they are comprehensive, rigorous, and effective.

# References

*Code of Conduct for Conference and Event Participants*. (n.d.). Retrieved 11 7, 2022, from https://merchantriskcouncil.org/: https://merchantriskcouncil.org/about-mrc/attendee-code-of-conduct

*Creative Commons Open Source Code of Conduct*. (2022, 5 11). Retrieved 11 7, 2022, from Open Source: https://opensource.creativecommons.org/community/code-of-conduct/

*Defining Drexel's Culture of Incusion*. (n.d.). Retrieved 11 1, 2022, from Drexel University: https://drexel.edu/equity-inclusive-culture/diversity/overview/

*Filing a Civil Rights Complaint*. (2020, 3 17). Retrieved 11 7, 2022, from www.hhs.gov: https://www.hhs.gov/civil-rights/filing-a-complaint/index.html

*Institutional Equity and Inclusive Culture - Reporting Overview*. (n.d.). Retrieved 11 8, 2022, from Drexel University: https://drexel.edu/equity-inclusive-culture/reporting/overview/