

Safety Plan

Immune Modulation and Engineering Symposium

Statement of Commitment

The Immune Modulation and Engineering Symposium (“IMES”) organizing committee is committed to providing a safe environment for all attendees, speakers, support staff, sponsors, and event services personnel (all symposium participants). Embedded in the ethos of the IMES 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 symposium 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 IMES organizing committee recognizes the value of fostering a safe, respectful, and diverse symposium for the purposes of solving today’s healthcare challenges in an innovative, equitable and just manner.

Expected Behavior

The IMES Organizing Committee expects that all symposium participants will:

1. Be considerate and respectful to all symposium participants.
2. Refrain from demeaning, discriminatory, or harassing behavior, materials, and speech.
3. Speak up if they observe anything at the symposium 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 IMES Organizing Committee immediately.

Unacceptable Behavior

Unacceptable behavior from any symposium 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 symposium and related symposium activities. The symposium 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 symposium 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 symposium venue.

Consequences of Unacceptable Behavior

Unacceptable behavior will not be tolerated. Anyone asked to stop unacceptable behavior is expected to comply immediately. If a symposium participant engages in unacceptable behavior, the IMES Organizing Committee may take any action it deems appropriate, including warning or expelling the offender from the symposium with

no refund. For more egregious behavior, the IMES Organizing Committee may, with reasonable discretion, temporarily ban or permanently expel a participant from the symposium.

Assessment of Allegations and Consequences

The IMES 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

Since the IMES Symposium 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](#) 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 symposium 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
3. Anonymously through Drexel University Ethics Point:
 - a. 866.358.1010 (phone)
 - b. [Bit.ly/1dSDegK](https://bit.ly/1dSDegK) (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 an IMES Symposium participant to ensure that the Safety Oversight Committee is notified in a timely manner.

Once the report has been filed, we will assemble the IMES 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. IMES Safety Administrator, Claire King by email cak46@drexel.edu by phone (215) 895-1660, and/or
2. IMES Organizing Committee at IMES@drexel.edu, and/or
3. [Drexel University Compliance Hotline](#) and/or

4. [HHS Office for Civil Rights \(OCR\)](#)

Additional resources can be found on the IMES Symposium [website](#).

How to File a Complaint with HHS OCR

Since the IMES symposium is supported by National Institutes of Health (NIH) 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 symposium, 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 NIH About Harassment

Symposium participants can notify the NIH directly about concerns of harassment, including sexual harassment, discrimination, and other forms of inappropriate conduct at NIH-supported conferences. To file a notification directly with NIH, go here: <https://public.era.nih.gov/shape/public/notificationForm.era>.

While NIH will follow up on all notifications of concerns related to NIH-funded research, NIH cannot take personnel or legal actions on behalf of non-NIH employees. NIH 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
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 NIH's Find Help page: <https://grants.nih.gov/grants/policy/harassment/find-help.htm>.

Safety Plan Communication Strategy

1. Publish Safety Plan on the Symposium Website
2. Publish the Safety Plan in the printed IMES Symposium Brochure
3. Prepare PowerPoint Slide(s) about the Safety Plan to be shown at the start of each day of the symposium.

IMES Organizing Committee Pledge

The IMES 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 Symposium Code of Conduct
2. Educate all symposium participants on importance of respect, collegiality, diversity of all types including ideas and how these concepts support the responsible biomedical research and innovation
3. Organize an IMES Symposium Safety Oversight Committee

4. Collaborate with Drexel University's Office of the Vice Provost for Diversity, Equity & Inclusion in the development of the Symposium's Code of Conduct and all educational materials for symposium 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>
- Inform NIH About Harassment or Discrimination Concerns*. (n.d.). Retrieved 11 7, 2022, from Electronic Research Administration AHP (Anti-Harrassment Portal): <https://public.era.nih.gov/shape/public/notificationForm.era>
- Institutional Equity and Inclusive Culture - Reporting Overview*. (n.d.). Retrieved 11 8, 2022, from Drexel University: <https://drexel.edu/equity-inclusive-culture/reporting/overview/>