



Code of Conduct

(1) We are committed to working as a team.

The overall JIRP Strategic Plan is decided upon by the Academic Council, Director of Academics & Research (DAR), Director of Operations (DO), Safety Manager, Field Operations Manager, and FGER Board of Directors. Input on the JIRP Strategic Plan is welcomed by others involved in JIRP. Academic Curriculum and Research Activities are decided upon by the Academic Council, DAR, and Faculty, with input welcomed by others involved in JIRP. Aspects of JIRP professional activities during the summer season (academic, research, safety, and day-to-day activities) are discussed and agreed upon together, and all tasks - although they might be led by individual team members - are developed through collaborative practice. Devotion to supporting the team, working as a team player, providing constructive critique to your team members, and respecting the interests of the team as a successful working group (without compromising their safety or security), are paramount.

(2) We are committed to prioritizing and championing the people and communities that host us and on which our educational and research program is based.

Our academics and research is driven by a broader and local research and academic community. We strive to conduct research that is scientifically valid and needed, and we aim to provide an academic curriculum that is cutting edge. That is, the research we conduct and the academic curriculum we teach are grounded in evidence and robust data sets gathered in a local, regional, and global context, which is also ideally up-to-date. We also attend events and participate in activities that are organized by our host communities and we therefore interact with our hosts based upon the scientific and academic knowledge gained during JIRP. We expect all participants of JIRP to respect our local hosts during these opportunities for exchange and we also expect all participants of JIRP to abide by local expectations of professionalism. Participants of JIRP, either students, staff, faculty, or other members, have an opportunity to lead the way in scientific discovery, academic integrity, scientific honesty, and communication of science in an open and constructive manner. We expect all JIRP affiliates to strive toward this goal.

(3) We are representatives and extensions of the Foundation for Glacier and Environmental Research, Juneau Icefield Research Program, University of Maine, University of Alaska Southeast, and the many other institutions from which our affiliated students, staff, and faculty originate.

JIRP therefore believes it is each participants responsibility to maintain professionalism throughout the program and abide by institutional rules and regulations. Individual behavior reflects upon each of these institutions and I acknowledge that I am bound by the ethical and professional codes set by each organization.

(4) I will voice any concern I have for my or another participants health, be it physical or emotional. It is our duty to support each other and make JIRP a supportive program for every participant, regardless of background.

Based on this policy, I will come to the DAR, Director of Operations, Academic Lead, or another JIRP Staff or Faculty member the moment that I experience problems, challenges, or trouble of any kind, or if I fear for the physical or emotional safety of myself or another participant. I will keep staff and faculty informed of any issues that I feel have manifested themselves in relation to myself, teammates, or affiliates while in the field. If I feel I need support beyond JIRP staff or faculty, I will ask a staff or faculty member to provide me an opportunity to directly contact Deputy Title IX Coordinator, Elizabeth Lavoie, at the University of Maine. The JIRP leader is required to provide this access as soon as it is safe to do so.

(5) I recognize that fieldwork on the Juneau Icefield can be an unforgiving and challenging environment to live in for multiple weeks, and rapid access to medical or other support can be limited or not possible for days due to the remote setting and unpredictable weather.

Physical, medical, or emotional conditions of a participant can also be exacerbated in a remote setting. If you are a student and need an accommodation, please tell the DAR and/or contact the University of Maine Accessibility Services (121 East Annex, 207-581-2319). If you are an employee and need an accommodation, please contact Kitty Armstrong, University of Maine system ADA Coordinator via phone (207-581-1226) or email (karmstrong@maine.edu).

(6) I recognize that fieldwork can be intense, emotional, and tiring. I understand that things can go wrong, that I may need to compromise my overall plans for participation in JIRP (e.g. specific field work objectives), and that in exceptional circumstances, field plans may be significantly modified or even canceled.

In such cases, I will approach the DAR, Director of Operations, a faculty member, or a staff member about how to deal with these changes. If a significant negative personal or professional impact on a

participant occurs due to changing field plans, JIRP will consult with the individual participant, and potentially their host university for guidance to assure that the best solution to the negative impact is reached. If it is agreed with the participant that difficulties are unresolvable in the field, JIRP will help you to organize your safe return home. Ultimately, due to the nature of field work, unpredictable weather, travel conditions, and other factors, some previously planned efforts may not be accomplished and JIRP asks all its participants to understand this with safety being our primary priority.

(7) I have the right to a safe, secure, and non-threatening working and living environment.

JIRP does not tolerate any form of discriminatory, abusive, aggressive, harassing, threatening, sexually- and/or physically-intimidating, or related problematic behaviors that compromise the wellbeing, equality, security, or dignity of other human beings, whether those humans are our peers, colleagues, supervisors, collaborators, local community members or others. JIRP is obliged to investigate and respond to observed, implied, or directly reported harassment.

We hope that harassment never occurs at JIRP, and we hope to primarily combat harassment by focusing on mutual respect between all participants (i.e. students, staff, faculty, and other guests of JIRP). However, we recognize harassment is possible at even the best organizations. Reporting harassment is a difficult decision to make. However, harassment of any kind can have a lasting negative impact on the victim and future generations of JIRP students, staff, or faculty. We have instituted the University of Maine policy which is designed to help anyone who feels harassed to be comfortable speaking up. These protocols include the following:

- Harassment documentation will be posted in a public location at each camp across the Juneau Icefield (Camp 17, Camp 10, Camp 18, Camp 26, and Atlin) and will be addressed as a reminder during each camp briefing upon participant arrival.

- Official and immediate complaints or reports should be made directly to one of the following individuals:
 - Annie Boucher, JIRP Director of Operations
 - Seth Campbell, JIRP Director of Academics & Research (DAR)
 - Newt Krumdieck, JIRP Field Operations Manager
 - Acting Academic Lead (Rotating Faculty Member)
 - _____, JIRP Safety Manager

- Under university and JIRP policy, we are further mandated to report any incident of gender discrimination including sexual harassment, sexual assault, dating violence, domestic violence, or stalking. We must report all incidents involving students, staff, and faculty. All student incidents must be reported to the Deputy Title IX Coordinator, Elizabeth Lavoie, at the University of Maine via phone (207-581-1406) or email (elizabeth.lavoie@maine.edu). Any faculty or staff incident must be reported to the Interim Title IX Coordinator, Kenda

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Scheele, at the University of Maine via phone (207-581-1406) or email (kenda.scheele@maine.edu).

- If the DAR, Director of Operations, Field Operations Manager, Safety Manager, or Acting Academic Lead are unavailable, or if one individual is preferred over another, a direct request can be made to any Faculty or Staff member to speak with one of the five individuals as soon as possible. The nature of the communication request does not need to be specified to the Faculty or Staff member.

- All faculty and staff can be approached via a victim of harassment for emotional support or to make unofficial and official complaints. Note that all faculty and staff are directed to report complaints directly to the DAR, Director of Operations, Field Operations Manager, Safety Manager, or Faculty Academic Lead, regardless of victim interest in pursuing an official report. This information should be relayed to the DAR as soon as possible.

- **If a victim prefers to remain anonymous** to standard chain-of-command operations on JIRP (e.g. DAR, Director of Operations, Field Operations Manager, Safety Manager, staff, or faculty), the victim or a surrogate for the victim can request direct contact with the Deputy Title IX Coordinator, Elizabeth Lavoie at the University of Maine via phone (207-581-1406) or email (elizabeth.lavoie@maine.edu).

- All faculty, staff, or other members of JIRP must report any observed or claimed harassment of victims that are under the age of 18.

- Levels of official complaints include the following:
 - **Official Complaint with Investigation:** If an official complaint by a reporting party is raised against a specific individual and a full investigation is requested by the reporting party, JIRP will work with Deputy Title IX Coordinator, Elizabeth Lavoie, at the University of Maine, and potentially the reporting parties home institution if they have one other than the University of Maine. If a reporting party wants to report an incident to law enforcement, then JIRP and the University of Maine will assist them with reporting to law enforcement. If an official complaint involving law enforcement is requested by the reporting party, JIRP will cooperate fully with law enforcement based on local and federal laws.

- **Official Anonymous Complaint:** If anonymity is requested by a victim, JIRP has limited ability to pursue legal investigations or prescribe ramifications on accused individuals unless witnesses are willing to pursue the matter. Witnesses can submit their own complaints, separate from the initial victim. If a witness files a complaint, JIRP will assist the University of Maine in an investigation under Title IX to determine what occurred and if further actions are necessary. If a full investigation is against the wishes of a victim, it is unlikely a full investigation will be completed unless there is concern for the safety of the victim or community. JIRP can also make accommodations to adjust field operations or programmatic strategies to improve the program, minimize the possibility of further issues, and increase the comfort level of all participants.
- **Un-official Anonymous Complaint:** If anonymity is requested by the victim and no actions are requested against a specific individual, an unofficial anonymous complaint may be an appropriate option to reduce or remove opportunities for future events which may be deemed inappropriate based on this Code of Conduct and other program or university policies. An example for this level of complaint may be a request to remind all participants to refrain from inappropriate language or jokes that are not directed towards any one person, within a public setting.
- Standard communication options are limited while on the Juneau Icefield due to its remote nature. This includes no internet or cell phone service. Therefore, JIRP staff or faculty will provide access to a satellite phone or Garmin In Reach device to communicate with University of Maine or other professional personnel if one of the above situations occurs.
- Guarantees of anonymity about details regarding a reported incident are not possible in some situations. However, JIRP will attempt to remain discrete as much as possible and as it relates to reporting parties, witnesses, and the alleged perpetrator. Reported activity will be discussed only with personnel who have a need-to-know or legal authority to know.

(8) JIRP welcomes positive, negative, anonymous, or on-the-record feedback and we will work to provide such feedback to help it continue to grow and improve.

The best academic programs continue to evolve and improve through constant feedback from participants, volunteers, and employees. JIRP is no exception to this rule. We hope to use feedback to constantly update and improve upon our current programmatic structure. JIRP does not tolerate harassment, inappropriate behavior, or illegal activities. We urge our students, staff, faculty, and guests to speak up, either anonymously or on-record to 1) make all our participants feel welcome;

2) provide the best opportunities for our participants; and 3) help JIRP become the best program it can become.

Signature: _____

Printed Name: _____

Email: _____

Phone: _____

Participant Role (Student, Staff, Faculty, Other):

Witness (Name, Email, and Phone #):
