

Macalester College Policy
Safe and Inclusive Working Environments for Off-Campus and/or Off-Site Research

last updated 10/20/23

Macalester College is committed to maintaining a fair, respectful, and inclusive environment in which all members of its community feel safe and can participate fully and grow. This commitment applies during college-sponsored activities, including when participating in off-campus and/or off-site research and educational experiences. Such experiences may include but are not limited to course-based travel, internships, conferences, fieldwork, and other off-campus or off-site research.

Expected Behavior.

- Macalester faculty, staff, and students leading or participating in off-campus or off-site experiences are expected to minimize risks and promote a supportive environment where diverse skills, experiences, and perspectives are honored. Group leaders should be intentional about ways to nurture an informed and inclusive learning environment prior to the start of any off-campus or off-site experience. Activities that group leaders should consider include providing targeted pre-departure training; developing shared definitions of roles, responsibilities, and desired team culture; documenting safety protocols specific to the activities and location; and describing the field setting in ways that make potential challenges or limitations for individuals or the team. Additional information about safety planning is below.
- College faculty, staff, and students are expected to abide by the Macalester College policies, including but not limited to the [Title IX & Sexual Misconduct Policy](#), the [College's Nondiscrimination policy](#), the [Faculty Handbook](#), the [Employee Handbook](#), and/or the [Student Handbook](#).
- Communicate openly and with respect for others, and communicate concerns in a timely manner to Macalester faculty and/or staff trip leaders.
- Abide by the laws, rules, and policies of the off-campus venues and respect any guidelines created by trip leaders.

Prohibited Behavior. The following behavior is prohibited and will not be tolerated:

- Discrimination, harassment, and all forms of sexual misconduct. Relevant definitions for prohibited conduct for sexual misconduct (including: sex discrimination, sexual exploitation, dating violence, domestic violence, stalking, sexual assault, sexual harassment) can be found in the Title IX & Sexual Misconduct Policy Relevant definitions for prohibited conduct for discrimination or discriminatory harassment can be found in the Nondiscrimination Policy
- Behavior otherwise prohibited by the Faculty Handbook, Employee Handbook, or Student Handbook, as applicable.

Participants who are reported of allegedly engaging in prohibited behavior may be asked to leave the trip; in certain circumstances the college has the right to implement an emergency removal, which involves a series of steps, and these individuals are subject to disciplinary action pending investigation, consistent with the procedures described in the relevant college handbook.

Safety Planning. All faculty and staff trip leaders should engage in safety planning prior to the start of overnight trips, and when necessary day trips, which include:

- Conducting a risk assessment of the trip and destination and thinking through steps to mitigate risks, keeping in mind special risks that may be present for people of certain identities.

- Drafting protocols to mitigate identified risks and procedures for documenting incidents when away.
- Drafting and sharing share safety tips with all participants specific to the trip and destination.
- If traveling outside of the U.S., provide participants with list of emergency contact information and phone numbers
- Sharing identified risks, safety tips, and other protocols with participants prior to leaving, ideally in a meeting so that each can be part of a discussion among group members.

Reporting. While reporting is encouraged, it is the participant's decision whether to report an incident, and reporting can happen at any time.

- Call 911 (or local emergency number) if you are in physical danger or need of medical attention
- The Macalester Department of Public Safety (651-696-6555) is available 24/7 for reporting and response.
- Participants experience a possible bias incident, discriminatory harassment, or discrimination, can use [this form](#) to report the incident
- Participants who experience possible sexual misconduct can use this [form](#) to report the incident.
- For National Science Foundation (NSF) funded projects, participants who experience sexual harassment, other forms of harassment or sexual assault should report using the appropriate above form/s.

**All Macalester faculty and staff who are not confidential resources are required to report allegations of sexual misconduct to the Title IX and Nondiscrimination Office.*

In addition to local resources, student participants may always make use of campus and national resources, including those listed below.

Macalester Confidential Resources for Students

- Counseling staff and medical staff in the [Hamre Health and Wellness Center](#) - 651-696-6275
- [College Chaplains](#) - 651-696-6298

Macalester Confidential Resources for Employees

- [Employee Assistance Program](#) - 651-696-6280
- [Nice Healthcare](#), where applicable

Macalester Non-Confidential Resources/To Report Sexual Misconduct to the College

- [Department of Public Safety](#)- 651-696-6555
- [Title IX Coordinator](#)- 651-696-6258
- [Deputy Title IX Coordinator](#)

Additional Resources

- [National Sexual Assault Hotline](#) 800-656-4673
- Macalester maintains a [webpage](#) with additional on- and off-campus support resources

To Report Other Misconduct to the College

- [Director of Human Resources](#) - 651-696-6280
- [Dean of Students](#) - 651-696-6220
- [Dean of the Faculty](#) - 651-696-6466
- [Non-Discrimination Officer](#) -651-696-6258
- [Institutional Review Board \(IRB\) Chair](#)- 651-696-6112

Should a reported incident to the College result in an administrative leave or finding of harassment, the institutional AOR would file an [NSF Organizational Notification of Harassment](#).

Information about available options and processes following a report to the College, can be found in the Faculty Handbook, Employee Handbook, and Student Handbook.

Note: Elements of policy were adapted from language from Williams College that was publicly shared with higher education members of the [CLASP listserv](#).