

SHINE Steering Committee

Anti-harassment Policy for SHINE Meetings and Activities

October 1, 2016

This statement affirms that the Solar, Heliospheric and Interplanetary Environment (SHINE) group fully follows the National Science Foundation (NSF) commitment to a Harassment-Free Environment as called out in the NSF Office of Diversity and Inclusion Bulletin No. 15-01.

Statement of Policy

SHINE is committed that all participants in all SHINE activities should have an environment that is free from harassment. This policy applies to all attendees at SHINE activities including scientists, students, guests, staff, and contractors participating in scientific sessions, auxiliary meetings, and social events associated with any SHINE gathering or other activity.

Definition of Harassment

Harassment is prohibited by Federal law, and is defined as any unwelcome verbal or physical conduct based on race, color, religion, sex (includes sexual harassment and discrimination based on pregnancy), disability, age, national origin, sexual orientation, and protected genetic information that is so objectively offensive as to alter the conditions of the individual's employment. In the present context, the definition is applied to any action which unreasonably interferes with an individual's ability to conduct professional duties and engage in SHINE-related activities by creating an intimidating, hostile, or offensive environment. Furthermore, any retaliation against an individual who has brought forth a complaint alleging harassment is similarly unlawful.

Sexual harassment is a concern that deserves special mention. Federal guidelines and case law define sexual harassment as including "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature" not only when the conduct is made as a condition of employment ("quid pro quo" harassment), but also when the conduct creates an intimidating, hostile, or offensive environment.

Reporting an Incident

Any individual covered by this policy who believes that he or she has been subjected to harassment should contact a member of the SHINE Steering Committee. The individual is encouraged to contact whichever member they are most comfortable with, including the chair. They should be as detailed as possible (times, places, nature of the incident, and comments made) and the committee member shall take written notes. The individual bringing forth complaints of harassment should state if they have a desire for confidentiality and that confidentiality will be protected to every extent possible.

Response to Incident

The SHINE Steering Committee will meet personally or via telephone as soon as possible after the incident is reported to discuss the response. Individuals engaging in behavior prohibited by this policy as well as those making allegations of harassment in bad faith will be subject to disciplinary action. Possible actions may include a verbal warning, ejection from the meeting or activity in question without refund of registration fees, a permanent ban from SHINE activities, and/or the reporting of the incident to the offender's employer. The response will be discussed with the complainant before any action is taken.

Retaliation is Prohibited

The SHINE organization will not tolerate any form of retaliation against persons who file a complaint, or assist in the response to a complaint. Retaliation is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action.