



LET'S CREATE A SAFE ENVIRONMENT

AT THE SMITHSONIAN, all employees and affiliated persons have the right to work in a safe and harassment-free environment, where they can feel welcome, respected and valued. For this reason, the Smithsonian has comprehensive policies to avoid, report, investigate and correct incidents of harassment, violence and inappropriate behavior.

RESPECT · SAFETY · SUPPORT

WHAT IS HARASSMENT?

Harassment is any conduct that may be questionable, unwelcome, and have a negative effect in the work environment. It can be verbal or physical, and it can happen in person or through writing, by telephone, through social media or other forms of communication. It can happen anywhere in the workplace, whether in offices, affiliated establishments, during work travel, at formal events or even during your free time.

EXAMPLES OF HARASSMENT

- Derogatory terms or racial insults
- Stereotyping and discrimination
- Sexual insinuations
- Sexually explicit or graphic material
- Inappropriate jokes
- Degrading or abusive behavior (ridiculing, defaming, verbal abuse, work sabotage, etc.)

WHAT IS WORKPLACE VIOLENCE?

Workplace violence is any act that puts employees, affiliate persons or property in physical danger, causes harm or threatens to cause harm. These violent, intimidating and/or threatening actions or potentially violent situations also go against a safe and respectful work environment.

EXAMPLES OF VIOLENCE

- Direct or indirect threats
- Intimidating or aggressive behavior
- Inappropriate or aggressive confrontations
- Bringing a non-authorized weapon to work, making inappropriate references about weapons
- Speaking about the use of violence with excitement or approval

HOW CAN I REPORT HARASSMENT OR VIOLENCE?

Communicate to the person responsible for the behavior, either through an intermediary or directly, that the conduct is unwelcome and that they must stop. If you don't feel comfortable approaching them, or if they do not correct their behavior, contact:

- The person's supervisor, mentor, or sponsor;
- Your own supervisor, mentor, or sponsor;
- Any Smithsonian supervisor or management official;
- Any of the SI Civil resource contacts located at various STRI facilities, field locations, departments and offices;
- Anyone in the STRI Office of Human Resources
- The SI Civil Program Coordinator (jonesam@si.edu)

You can also access:

- The Employment Assistance Program (EAP), which offers confidential guidance and counseling on any topic;
 - OMBUDS, to access confidential guidance and counselling on workplace issues.
- The Smithsonian encourages all employees and affiliates to report incidents of harassment or violence, whether they are a victim or a witness.

In the case of violent acts or emergencies in the workplace: **your safety is paramount**. Make sure you are in a safe place and call emergencies, the Office of Protection Services (OPS) or the security office.

Do not intervene physically or try to handle the situation yourself, except as a last resort.

WHY SHOULD I REPORT?

In order to correct and prevent incidents, the Smithsonian must first be aware of the harassing or violent conduct. The sooner these conducts are reported, the more effectively they can be investigated, resolved and followed up, to prevent them from becoming severe, repeated or generalized.

WHAT HAPPENS NEXT?

All claims will immediately be referred to the SI Civil Program Coordinator, who will determine whether an investigation is necessary. You may be requested to cooperate with the investigation by giving more information. From there, the appropriate corrective measures and actions will be taken, the affected persons will receive support, and the person who made the report will receive protection. All reports are kept as confidential as possible, except as necessary to conduct an appropriate investigation, to take the appropriate disciplinary actions, or to comply with reporting requirements of this policy, etc. STRI's policy guarantees that if you make a report, there will be no professional or personal consequences against you.

WHO CAN I TALK TO?

SI Civil resource contacts at STRI:

Adriana Bilgray, Academic Programs, Tupper
Fernando Bouche, Office of Information Technology, Tivoli Bldg, Tupper
Paola Gómez, Academic Programs, Tupper
Lina González, Communications, Tupper
Ariel Jaén, Smithsonian Facilities, Pastor's House, Tupper
José Ramón Perurena, Safety, Tivoli Bldg, Tupper
Félix Rodríguez, Science Administration, Tupper
Melissa Cano, Science Administration, BCI
Urania González, Bocas del Toro Research Station
Lauren Krizel, Forest GEO, NMNH
Isis Ochoa, Science Administration, Gamboa Laboratories
Sean Connolly, Scientific Staff, Naos Laboratories
Yvette McKenzie, Facilities Administration, Naos Laboratories
Kristin Saltonstall, Scientific Staff, Naos Laboratories
Rebecca Rissanen, Punta Culebra Nature Center
Lourdes Vargas, Science Administration, Punta Galeta Marine Laboratory

SI Civil Program:

Amanda Jones, SI Civil Coordinator
202-603-6379
sicivil@si.edu / jonesam@si.edu
www.si.edu/si-civil-program

STRI Office of Human Resources:

STRIREport@si.edu
(507) 6379-8468

In case of emergency:
Office of security:
(507) 212-8911 / 212-8211

Other resources:

Employee Assistance Program (EAP)
+44 20 8987 6230
www.inova.org/eap
Username: Smithsonian
Password: EAP
OMBUDS
Shadella Davis,
davissm@si.edu

FOR MORE RESOURCES AND INFORMATION:

stri.si.edu/support-resources