



# 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.

## 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.

## 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 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.)

## 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

## 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 of harassment or violence is reported, the more effectively they can be investigated, resolved and followed up, to prevent them from becoming severe, repeated or generalized.

## 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](mailto: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.**

## 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](mailto:sicivil@si.edu) / [jonesam@si.edu](mailto:jonesam@si.edu)  
[www.si.edu/si-civil-program](http://www.si.edu/si-civil-program)

### STRI Office of Human Resources:

[STRIREport@si.edu](mailto: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](http://www.inova.org/eap)  
Username: Smithsonian  
Password: EAP  
**OMBUDS**  
Shadella Davis, [davissm@si.edu](mailto:davissm@si.edu)

### FOR MORE RESOURCES AND INFORMATION:

[stri.si.edu/support-resources](http://stri.si.edu/support-resources)



**Smithsonian**  
Tropical Research Institute