

# Expectations of Conduct

Smithsonian Tropical Research Institute

## I. Overview

These guidelines are set by the Smithsonian Tropical Research Institute (STRI) to make STRI a safe environment and to provide clear expectations of conduct for the entire STRI community.

An environment where people feel welcomed, respected, and valued is necessary for all individuals to contribute to their fullest potential. Maintaining this safe and professional environment is a shared responsibility among everyone associated with STRI.

All STRI employees, fellows, interns, research associates, visitors, contractors, volunteers, and other affiliated persons (“STRI individuals”) will adhere to following these *Expectations of Conduct* for the duration of their time at STRI. All STRI individuals are expected to behave professionally in their interactions with other STRI-affiliated persons inside and outside STRI premises and facilities. These expectations extend to all STRI activities, including but not limited to field activities, conferences, symposium, workshops and virtual interactions (e.g., emails and virtual meetings).

## II. General Expectations

STRI individuals, affiliates and visitors will:

- Treat everyone with respect and consideration.
- Be inclusive and therefore considerate of the multitude of views and opinions among all individuals.
- Resolve differences in a civil and equitable manner.
- Contribute to a supportive environment for working and learning.
- Adhere to all applicable Smithsonian and STRI policies, including but not limited to, Smithsonian’s [Anti-Harassment Policy](#) (Smithsonian Directive 225), [Workplace Violence Prevention Policy](#) (Smithsonian Directive 217), and the Smithsonian Institution’s overarching Standards of Conduct Policy (Smithsonian Directive 103).

Unacceptable behavior includes:

- Physical, emotional, or verbal abuse in any form (in person, by phone, in writing, through social media, etc.), including harassing conduct (sexual or non-sexual harassment), intimidation, coercion, threatening or hostile behavior, censorship, stalking, and bullying.
- Unwelcome physical contact or sexual attention, including whistling, cat-calls, obscene gestures, ogling, and insinuating or sexually suggestive comments.
- Discrimination (including disparaging remarks, jokes/slurs, or unfair treatment) based on sex, gender identity, sexual orientation, race, religion, nationality, social background, age, disability, or physical appearance.
- Any actions that unnecessarily endanger the health and safety of oneself or others. All alcohol consumption must be responsible and non-excessive.
- Illegal conduct, including assault, theft, and possession or use of illegal drugs. Use of drugs that are illegal under U.S. or Panamanian law is prohibited at all times on STRI premises and at STRI-sponsored events (see section III. below).
- Disregard for applicable Smithsonian or STRI policies, including but limited to violations of safety policies, security policies, Anti-Harassment Policy (SD 225), Workplace Violence Prevention Policy (SD 217), Standards of Conduct (SD 103) and the Smithsonian Personnel Handbook.
- Unethical or dishonest conduct of any kind, including misuse of STRI resources for personal gain, obstruction of other's work, and appropriation of other's data or writings.

### III. [STRI alcohol and illegal drugs policy](#)

- Use of drugs that are illegal under U.S. or Panamanian law is prohibited at all times on STRI premises and at STRI-sponsored events, including STRI-sponsored field activities. STRI premises include, but are not limited to, office areas, laboratories, housing/dormitories, break-room areas, kitchens, cafeterias, boats, vehicles, event spaces, and remote locations such as Barro Colorado Island or Bocas del Toro.
- Alcohol consumption on STRI premises and at STRI sponsored events, including STRI-sponsored field activities, or conferences or projects in which STRI individuals participate on behalf of STRI, are subject to the following conditions:
  - Individuals who consume alcohol must be 21 years of age (note that this requirement is different than current Panamanian law).
  - Individuals cannot drive or operate heavy equipment after consuming alcoholic beverages. This includes, but is not limited to, vehicles and boats.
  - Alcohol cannot be sold, or generally distributed, through vending machines or otherwise, without approval by the STRI director or designee.

- Alcohol cannot be consumed during traditional work hours, as well as non-traditional work hours, such as field activities or research, without approval by the STRI director or designee.
- All alcohol consumption must be responsible and non-excessive.
- Alcohol brought onto STRI premises by an individual must be limited to a small amount – usually intended only for personal consumption – unless approved by the STRI director or designee.
- Additional rules, beyond what is provided for in this document, concerning when and where STRI individuals may drink alcoholic beverages may be enacted at the discretion of a project manager when deemed necessary for reasons of personnel safety or in consideration of the best interest of the Smithsonian Institution.

#### IV. Corrective action

Corrective actions for inappropriate behavior may range from a verbal or written warning to expulsion from STRI premises or STRI-sponsored activities, including loss of affiliation, privileges, and employment. Conduct that rises to the level of criminal activity may necessitate involvement of law enforcement.

#### V. Reporting and Other Support Options

If you experience or witness an inappropriate or concerning incident, you are encouraged to inform the person responsible for the conduct that it is unwelcome and offensive and ask them to stop. If the conduct continues or if you are uncomfortable communicating with the responsible person about the conduct, you are encouraged to report the matter to SI Civil.

Witnesses may also report directly to SI Civil. You may also wish to speak to a completely confidential support resource, either before or after reporting to SI Civil.

##### 1. How to report incidents\*:

###### **SI Civil Program Contact Information**

sicivil@si.edu

[www.si.edu/sicivil](http://www.si.edu/sicivil)

*Jaime Velasco*

SI Civil Specialist (located at STRI)

(+507) 6379-8468

[velascoje@si.edu](mailto:velascoje@si.edu)

*Amanda Jones*

SI Civil Manager (DC)

(+001) 202-633-6379

[ionesam@si.edu](mailto:ionesam@si.edu)

### **STRI Human Resources Contact Information**

*Rocio Atencio*

Director, STRI Office of Human Resources

(+507) 212-8259

[atencior@si.edu](mailto:atencior@si.edu)

### **Any Smithsonian/STRI Supervisor**

STRI is committed to maintaining a work environment that is free from any form of harassment. All Smithsonian supervisors are obligated to report harassment that they witness or that is reported to them. ***Retaliation against individuals who report inappropriate behavior is prohibited by Smithsonian policies.***

**\*Note** that reporting to SI Civil, STRI HR, or a supervisor is confidential *to the greatest extent possible*. Please see the [SI Civil Handbook](#) for further information regarding confidentiality. Completely confidential resources may be found below.

## 2. How to speak to a confidential support resource:

If you are not sure about filing a report or would like to discuss your options or specific situation with an office that operates under principles of confidentiality, you may contact the Smithsonian Ombuds or the Employee Assistance Program. Visit this website for current contact information: [si.edu/sicivil/resources](http://si.edu/sicivil/resources).

### **Ombuds**

The Smithsonian Ombuds is a neutral party to whom Smithsonian employees and affiliated staff can bring any work-related problem, concern or complaint that cannot be resolved through normal channels. The Ombuds will respect confidentiality when requested, listen to the problem and discuss steps to take to help you reach a fair resolution.

Please call or write to make an appointment.

Ombuds

Shadella Davis, 202-633-2008 (confidential voicemail), [davissm@si.edu](mailto:davissm@si.edu)

### **Employee Assistance Program**

The Smithsonian Employee Assistance Program is a service available to all Smithsonian employees and academic appointees (fellows, research associates, post-docs, interns, etc.) at no cost. It is staffed by professional counselors who will help you address problems that can adversely affect job performance, reliability, and personal health.

#### **EAP Counselors**

- Tim Holloman 202-633-1054, [hollomant@si.edu](mailto:hollomant@si.edu)
- Debbie Burney 202-633-1099, [burnede@si.edu](mailto:burnede@si.edu)
- Karen Howard 202-633-1104, [howarka@si.edu](mailto:howarka@si.edu)

Additionally, the Smithsonian partnered with **Inova Employee Assistance** to provide employees and members of their households' additional services.

#### **Inova EAP Website** [www.inova.org/eap](http://www.inova.org/eap)

- Click on "Member Log-in":
  - Username: Smithsonian
  - Password: Smithsonian
- Select preferred language.
- Click the LiveConnect chat button (if a Spanish-speaking counselor is needed, you can request one).

**Inova EAP Phone** 800-2602 (can also call free through computer using Skype, if a Spanish-speaking counselor is needed you can request one).

## VI. Definitions

- **Bullying** – Abusive conduct involving threatening, humiliating, or intimidating behavior directed at one or more people by one or more perpetrators that interferes with the ability to work and is intended to cause physical or psychological harm.
- **Coercion** – The use of threats or one's position or power to persuade someone to do something.

- **Harassment/Harassing Conduct** – Unwelcome conduct that a reasonable person would find objectionable, when the behavior can reasonably be considered to adversely affect the work environment, or when an employment decision is based upon an individual’s acceptance or rejection of such conduct. Harassing conduct is prohibited even if the actions are not based on a protected characteristic such as race or disability.
- **Retaliation** – Adverse employment, academic or other actions against anyone reporting inappropriate behavior.
- **Sexual Harassment** – Includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when the conduct is made as a condition of employment or when the conduct creates an intimidating, hostile, or offensive working environment.
- **Stalking** – Repeatedly following, harassing, threatening, or intimidating someone, including by telephone, mail, electronic communication, or social media.

## VII. Resources for more information

- Support Resources at STRI: [stri.si.edu/support-resources](http://stri.si.edu/support-resources)
- SI Civil Program:
  - SI Civil Website: [si.edu/sicivil](http://si.edu/sicivil)
  - Report to SI Civil: [si.edu/sicivil/report](http://si.edu/sicivil/report)
  - Support Resources: [www.si.edu/sicivil](http://www.si.edu/sicivil)
  - SI Civil Handbook: [si.edu/sites/default/files/unit/ohr/si\\_civil\\_program\\_handbook\\_12-30-2020.pdf](http://si.edu/sites/default/files/unit/ohr/si_civil_program_handbook_12-30-2020.pdf)
  - Smithsonian’s Anti-Harassment Policy (Smithsonian Directive 225): [si.edu/sites/default/files/unit/ohr/sd\\_225\\_anti-harassment\\_policy\\_12-30-2020.pdf](http://si.edu/sites/default/files/unit/ohr/sd_225_anti-harassment_policy_12-30-2020.pdf)
  - Smithsonian’s Workplace Violence Prevention Policy (Smithsonian Directive 217): [si.edu/sites/default/files/unit/ohr/sd\\_217\\_workplace\\_violence\\_prevention\\_policy\\_12-30-2020.pdf](http://si.edu/sites/default/files/unit/ohr/sd_217_workplace_violence_prevention_policy_12-30-2020.pdf)
- The Republic of Panama’s Law 7 (Ley 7) against discrimination and harassment: [gacetaoficial.gob.pa/pdfTemp/28465\\_A/66081.pdf](http://gacetaoficial.gob.pa/pdfTemp/28465_A/66081.pdf)
- STRI’s Safety and Security Website (includes information on emergencies and facility-specific safety instructions): [striresearch.si.edu/ss/](http://striresearch.si.edu/ss/)