

School of Earth and Sustainability Code of Conduct

This Code of Conduct defines behaviors expected and valued among members of the School of Earth and Sustainability (SES). These guidelines were established with the goal of creating an environment where all people in SES are welcomed and treated with equity and respect, in line with our [Statement on Diversity, Equity, and Inclusion](#). Inappropriate conduct may have an impact, regardless of intent. In addition to the expectations described in existing NAU Policies, we commit ourselves to the following.

Guiding Principles

In all our interactions among members of the SES community, we will:

- Create and maintain a safe and inclusive work environment, both in-person or otherwise, where individuals treat each other with respect, dignity, and professionalism by, for example, using inclusive written and verbal communication and normalizing asking for and receiving help;
- Provide access to training as needed, including training necessary to safely operate equipment, safely conduct field work, or other workplace safety training;
- Acknowledge that certain relationships are unique and require extra demands for ethical behavior, and that position, power, privileges, and values are dynamic components of these relationships;
- Provide resources promptly and appropriately as needed;
- Be honest and accountable: alleged violations of University Codes of Conduct and Standards will be reported to the appropriate office, and SES community members are expected to cooperate with University officials who investigate alleged violations;

Guiding Principles for Field Work

Work in the field may be isolating and/or stressful and may present challenges and issues unique in comparison to other academic settings. Field work also does not include the usual “work” and “home” distinctions when living and working with peers and colleagues. In all field activities, we are therefore mindful of the following:

- All participants should abide by the guiding principles listed above through the duration of the field work;
- All participants should respect the cultures and communities of people that access or live on the land where they are working, including Indigenous and traditional knowledge holders, and should explicitly request permission to take photographs, audio recordings, and/or video recordings of people, or use their stories, ideas, and information;¹
- All participants should respect the landscape where they are working including the land, water, plants, and animals, following “Leave No Trace” principles to the extent possible, while acknowledging permitted sampling necessarily alters the land;
- In some field situations the use of indoor bathrooms is not possible, and care must be taken to respect the privacy of participants outdoors;
- On overnight trips, participants must respect the privacy of other peoples’ spaces, and not enter without permission nor disturb someone in their room/tent unnecessarily. If private space cannot be accommodated, all participants of a shared space must agree to the circumstances;
- All participants shall be able to rest if they are in need of rest as long as doing so does not infringe on the safety or wellbeing of other participants;
- All participants have the ability to refuse or pause work if they have not been adequately trained or if proper equipment is not provided;

Inappropriate Behavior

Behaviors deemed unacceptable in our SES community are outlined below. Here, we highlight behaviors that are inappropriate in the Earth and Environmental Sciences. These behaviors include, but are not limited to, the following:

¹ Please refer to the NAU and ABOR Tribal Consultation policies for further information
NAU: <https://nau.edu/wp-content/uploads/sites/26/Tribal-Consultation.pdf>
ABOR: <https://public.azregents.edu/Policy%20Manual/1-118-Tribal%20Consultation.pdf>

- Any behaviors which violate NAU and ABOR policies (for example: NAU [non-discrimination and anti-harassment](#); [NAU sexual misconduct policy](#); NAU [consensual romantic or sexual relationships](#); NAU [student code of conduct](#); [NAU alcohol and drug policy](#); NAU [weapons and violence in the workplace](#); ABOR [non-discrimination and anti-harassment policy](#); NAU [faculty code of conduct](#).)
- Dangerous driving;
- Disregard for the personal property of others;
- Disregard for quiet hours or other behavior that disrupts participants' right to rest on overnight field trips;

Expectations for Supervisors

In the event that a misconduct issue is brought to your attention, as a supervisor you should:

- First inform the person that you are a mandatory reporter and that if they want to remain anonymous for concerns that require you to report, they should use one of the anonymous reporting resources provided below. Specifically, all university employees including TAs are required to report all Title IX issues (sexual harassment and assault) and some faculty and staff are also required to report all possible instances of illegal activity on campus.
- Listen to the experience of the person or people bringing the issue to your attention and support individuals as appropriate;
- Properly and promptly communicate reports through to the appropriate NAU office;
- Refer individuals to the appropriate campus resources, depending on the situation (see resources listed below);
- For Title IX related concerns, follow the steps as outlined in the Faculty and Staff Reporting Resources page: <https://in.nau.edu/title-ix/faculty-and-staff-reporting-resources/>

Recourse and Shared Responsibility

The above tenets are a guide to help hold ourselves and our community accountable. If you or a colleague experience or observe unacceptable behavior, or other interactions that do not meet our shared expectations, we strongly encourage you to communicate this information to the appropriate parties. Recognizing that each situation is unique and potentially sensitive, below are some suggested strategies you can use to share your experience:

- Speak to a supervisor, trusted peer, or colleague for help understanding and addressing the issue;
- Speak to the person directly about their behavior;
- Bring someone with you to any reporting and/or any resulting discussions to provide support during reporting;
- Report misconduct through an NAU office using the resources listed on the last page of this document, bearing in mind that:
 - If the alleged violator and/or victim is an NAU student, the complaint should be directed to the Office of the Dean of Students at: <https://in.nau.edu/dean-of-students/report-an-incident/>
 - Information about reports related to alleged sexual harassment is available at: <https://in.nau.edu/title-ix/reportingoptions/>

Please join us in committing to uphold these values by signing your name to the Code of Conduct pledge found through the following QR code and linked here: <https://forms.gle/4ehs7qw45iXRdUJKK6>

SES personnel that you can come to:

- [Director, SES](#)
- [Associate Director, SES](#)
- [Graduate Program Committee Chairs](#) (found under the "Where you can get help?" tab)
- [Diversity and Inclusion Committee Co-Chairs](#)
- Thesis/dissertation advisers



Resources

NAU Policies, Procedures, and Resources

- Safe Working and Learning Environment / Non-Discrimination and Anti-Harassment Policy: <https://nau.edu/university-policy-library/safe-working-and-learning/>
- Title IX Procedures: <https://nau.edu/university-policy-library/student-sexual-misconduct/>
- NAU Equity and Access Office: <https://in.nau.edu/eao/>
 - 928 523-3312; equityandaccess@nau.edu
 - To report discrimination or harassment: <https://in.nau.edu/eao/equity-and-access-office-compliant-form/>
- Office of the Dean of Students: <https://in.nau.edu/dean-of-students/report-an-incident/>
 - To report an incident of general misconduct: https://cm.maxient.com/reportingform.php?NorthernAZUniv&layout_id=0
 - To file a CARE report: https://cm.maxient.com/reportingform.php?NorthernAZUniv&layout_id=10
 - To file a report about an off-campus incident: https://cm.maxient.com/reportingform.php?NorthernAZUniv&layout_id=14
 - To file a COVID violation report: https://cm.maxient.com/reportingform.php?NorthernAZUniv&layout_id=15
 - To file a Title IX report: https://cm.maxient.com/reportingform.php?NorthernAZUniv&layout_id=52
 - To submit a campus crime report: <https://in.nau.edu/dean-of-students/report-an-incident/>
 - To submit an anonymous police report: <https://in.nau.edu/police-department/anonymous-report/>
- NAU Disability Resources: <https://in.nau.edu/disability-resources>
 - 928 523-8773; dr@nau.edu
- Center for University Access and Inclusion (Diversity Office): <https://in.nau.edu/center-for-university-access-and-inclusion/>
 - 928 523-7855; CUAI@nau.edu
- The Diversity Strategic Plan: <https://in.nau.edu/center-for-university-access-and-inclusion/diversity-strategic-plan/>
- Office of Inclusion Multicultural and LGBTQIA Student Services: <https://in.nau.edu/inclusion>
 - 928 523-5656; inclusion@nau.edu

NAU Confidential Reporting and Counseling Resources

- Counseling Services: <https://in.nau.edu/campus-health-services/nau-counseling-services/>
 - 928 523-2131; campushealth@nau.edu
- Employee Assistance and Wellness: <https://in.nau.edu/eaw/>:
 - 928 523-1552; ask-eaw@nau.edu
- Victim Witness Services for Coconino County: <https://vwscocoonino.org/>
 - 928 856-7676
- Faculty Ombuds: <https://in.nau.edu/faculty-ombuds-program/>
 - 928 523-8767; ombuds.office@nau.edu