**A Plan to Promote Safe Environments at Conferences Supported by NIH Grants and Cooperative Agreements**

The University of California is committed to creating and maintaining a community dedicated to the advancement, application, and transmission of knowledge and creative endeavors through academic excellence, where all individuals who participate in University programs and activities can work and learn together in an atmosphere free of harassment, exploitation, or intimidation.

The University has policies, which prohibit discrimination, harassment, and sexual violence and address how to report such violations. These policies include the [University of California Policy on Discrimination, Harassment, and Affirmative Action in the Workplace](https://policy.ucop.edu/doc/4000376/DiscHarassAffirmAction), the [University of California Policy on Sexual Violence and Sexual Harassment](https://policy.ucop.edu/doc/4000385/SVSH), the [UCI Guidelines on Discrimination and Harassment](http://www.policies.uci.edu/policies/procs/700-18.php). These policies cover admission, employment, access, and treatment in University programs and activities.

The [UC Policy on Sexual Violence and Sexual Harassment](https://www.oeod.uci.edu/files/policies/2022_UC_SVSH_Policy_Effective_January_1_2022.pdf) (Policy) addresses sexual violence, sexual harassment, and retaliation (“Prohibited Conduct”). This Policy outlines the University’s responsibilities and procedures related to Prohibited Conduct in order to ensure an equitable and inclusive education and employment environment free of sexual violence and sexual harassment. UCI Guidelines cover discrimination and harassment on the basis of race, color, national origin, religion, sex, gender, gender expression, gender identity, gender transition status, pregnancy, physical or mental disability, medical condition (cancer-related or genetic characteristics), genetic information (including family medical history), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services. The Policies applies to all University faculty, staff, and students (undergraduates, graduates, and professional students), and third parties.

The full text of the Policy can be reviewed on the [UCI Office of Equal Opportunity and Diversity](https://www.oeod.uci.edu/policies/index.php) website or the [UC Office of the President website](https://policy.ucop.edu/doc/4000385/SVSH). UCI will respond promptly and effectively to reports of Prohibited Conduct and will take appropriate action to prevent, stop, and remedy conduct violates the Policy.

Organizers will report allegations of discrimination, harassment or sexual violence to the appropriate campus office (OEOD and Office of Research as noted below) to be addressed and resolved under the policies named above. In the event you or someone you know has a concern related to discrimination, harassment, or sexual violence while attending an NIH grant-funded conference, there are several options to report and address the incident through campus or the conference organizers.

* Any person may report incidents of sexual harassment, discrimination or sexual violence to the campus Title IX office, which is named the [Office of Equal Opportunity and Diversity](http://www.oeod.uci.edu/) (OEOD). Contact OEOD by visiting [www.oeod.uci.edu](http://www.oeod.uci.edu/) or by calling 949-824-5594.
* Reports to law enforcement can be made to UC Irvine’s police department (UCIPD) for on-campus incidents or to the local department where the crime occurred. A confidential advocate from the UCI CARE Office or UCIPD staff can help determine which police department to contact. In an emergency, dial 911, or to reach the UCIPD’s 24-hour line, call 949-824-5223. Reports to UCIPD can be made in person at 410 Peltason Drive.

[Insert information specific to reporting the conference organizers]. Conference organizers will forward relevant reports and coordinate response with Title IX Officer, Tierney Anderson in OEOD tierneya@uci.edu and Executive Director, Nancy Lewis in Office of Research at nrlewis@uci.edu

 Additionally, confidential resources are available:

* Confidential resources, including the [UCI CARE Office](file:///C%3A%5CUsers%5Ctierneya%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5C8HNNIW1Z%5Ccare.uci.edu), are available to those who have experienced sexual harassment or sexual violence. For non-urgent questions or appointments, call the CARE Office at 949-824-7273 or visit their office during business hours at the UCI Student Center in Suite G320. Additionally, community-based advocates can be reached 24 hours a day through the Waymakers hotline at 949-831-9110. A survivor can make use of confidential resources at any time, regardless of whether the event has been reported to the Title IX office or other authorities.
* For more information about other survivor support services, see  [Resources for Sexual Violence | OEOD | UCI](https://www.oeod.uci.edu/sho/resources-sexual-violence.php)

In addition to reporting to conference organizers and UCI, individuals with questions, concerns or complaints related to harassment may also make a report to the federal agency, Health and Human Services (HHS) Office for Civil Rights (OCR). Information about how to file a complaint with HHS Office for Civil Rights can be found here: <https://www.hhs.gov/civil-rights/filing-a-complaint/index.html>. Filing a complaint with the conference organizer, campus or the police is not required before filing a complaint of discrimination with HHS OCR, and seeking assistance from the conference organizer in no way prohibits filing complaints with HHS OCR. Individuals can also notify NIH if there are concerns that harassment, including sexual harassment, discrimination, or other forms of inappropriate conduct that can result in a hostile work environment is affecting an NIH-funded project. Notifications to NIH may be done anonymously. More information about making can NIH report can be found here: [Find Help webpage](https://grants.nih.gov/grants/policy/harassment/find-help.htm).

**Strategy to communicate safety plan to attendees**

Information contained in the above-described Safety Plan will be available to attendees both on the conference website and as part of the conference materials provided to attendees at the time of the event. This plan shall be provided as part of the digital or physical attendee information packet.

Any allegation that arises from an incident at an NIH funded conference will be documented and addressed in accordance with the policies described above and shared with the conference organizers as appropriate. The campus Title IX Officer or designee will be available to consult with conference organizers about concerns specific to their event prior to the conference to ensure a safe respectful environment for all attendees and presenters.