KANSAS STATE UNIVERSITY
CODE OF CONDUCT
AND
SAFE AND INCLUSIVE WORKING ENVIRONMENT
PROGRAM STATEMENT

Kansas State University is committed to addressing harassment and fostering a safe and healthy work environment. Policies and expectations for proper conduct apply to all staff, faculty and students whether on-campus or working, doing research, or engaging in scholarly activities or study at an off-site location.

In addition, it is NSF policy to "foster safe and harassment-free environments whenever science is conducted." (NSF 2023 PAPPG Guide II-E.9]. Grantees are required, effective with proposals submitted 1/30/23 or later, to certify that we have a plan in place that addresses:

(1) Abuse of any person, including but not limited to harassment, stalking, bullying or hazing or any kind, whether the behavior is carried out verbally, physically, electronically, or in written form; and

(2) Conduct that is unwelcome, offensive, indecent, obscene, or disorderly

K-State meets NSF requirements (as well as its own expectations) by using the policies and procedures outlined below, and as further amplified to cover special circumstances as dictated by the PI in the project-specific information shown in this document. **Principal Investigators are responsible for distributing a copy of this plan to each participant in an off-campus or off-site research <u>prior to those individuals leaving campus to participate in the off-campus or off-site activities.</u>**

Kansas State University represents that it has established "Codes of Conduct" that reinforces the requisite culture expected of all K-State employees and students, to foster safe and harassment-free environments and overall standards of ethical conduct wherever the university mission and activities are conducted. Kansas State University will maintain academic, research, housing, and work environments that are free of discrimination, harassment (including sexual harassment and sexual violence), and retaliation and has a robust policy system designed to enforce the expectations for a safe and healthy work environment. The following is a list of applicable university policies. Note that the hyperlinks are publicly accessible and easy to view.

K-State's Office of Diversity and Inclusion is led by a Cabinet level Vice President. The Vision and Mission statements of this Office establishes the ground-level culture that K-State embraces as a diverse university with global reach:

Vision: K-State dedicates itself to providing equitable access to an ever-more diverse and mutually inclusive public university. We build and enrich safe, respectful environments and learning communities that value our backgrounds and intersectionalities that contribute to the inherent dignity and growth of all.

Mission: At Kansas State University, diversity, inclusion, equity, and belonging, in the broadest sense, reflect the idea that all community members are welcomed, valued and free to be their authentic selves. We strive to empower all members and remove barriers throughout our campus caused by social injustice and inequity to provide access to all regardless of identities. We commit ourselves to engaging the voices of our community to promote equity and empathy for a more inclusive K-State.

Access to the programming delivered by this Office is found here:

https://www.k-state.edu/diversity-inclusion/

K-State's Office of Institutional Equity

Kansas State University is committed to fostering an intellectually diverse student, faculty and staff environment that is rooted in respect and fair practices. The Office of Institutional Equity is engaged in training, outreach, affirmative action planning, equal employment opportunity compliance and conducting investigations in accordance with PPM 3010, laws, regulations, executive orders and other applicable policies that uphold equal opportunity and civil rights laws.

The Office of Institutional Equity accomplishes this through collaboration with students, faculty and staff in hiring practices, training and reporting. Our goal is to serve as a resource for the university and to coordinate fair, equitable treatment and practices to all regardless of race, color, ethnicity, national origin, sex, sexual orientation, gender identity, religion, age, ancestry, disability, genetic information, military status or veteran status.

This office oversees K-State's Discrimination and Harassment Policies and Procedures Chapter, which describes the expected culture of compliance, inclusion and belonging embraced by Kansas State University and how a complainant may file reports. The policy statement is found here:

https://www.k-state.edu/policies/ppm/3000/3010.html

The Office of Institutional Equity maintains resources relating to claims of discrimination, harassment and retaliation, Title IX, Equal Opportunity, Complainant and Respondent procedures, along with training and educational resources.

https://www.k-state.edu/oie/about/

The K-State Policies and Procedures Manual is the resource for policy statements relating to the University's Threat Management Policy, and Employment General Policies and Procedures for USS and Unclassified Employees.

https://www.k-state.edu/policies/ppm/1000/1020.html

The K-State University Handbook is the resource for policy statements developed through the Faculty Senate that addresses such issues as Discrimination, Harassment and Sexual Violence and other employment policies pertaining to faculty and unclassified professionals.

https://www.k-state.edu/provost/universityhb/

As an agency of the State of Kansas, many of K-State's compliance requirements must also comply with State of Kansas Ethics Statutes and mandates, such as:

https://ethics.kansas.gov/state-level-conflict-of-interest/guidelines-for-state-employees/

The portfolio of KSU's Conduct Policies may be found at:

http://www.k-state.edu/provost/resources/dhmanual/

and

https://www.k-state.edu/provost/policies/

and

https://www.k-state.edu/generalcounsel/resources/

The above URLs lead to the official sites for KSU's Conflict of Interest Policy (see Conflict of Interest, Consulting, and Outside Employment Heading), and includes links to KSU's "Principles of Community", along with links to KSU's "University Handbook" , which includes KSU's "Academic Misconduct Policy", the Department Head's Manual, the Board of Regent's Policy Manual, the K-State Policy an Procedures Manual, links to the Governmental Ethics Guidelines, along with many other policy statements that govern the professional conduct and expected safe and inclusive research, academic and work environment for Kansas State University's faculty, administrators and staff.

All faculty, administrators and professional staff are required to update their Conflict of Interest and Conflict of Time Commitments disclosures each year, as they renew their employment contracts and to maintain active completion records for Conflict of Interest and Responsible Conduct in Research Training. New hires are required to complete the aforementioned disclosure documents at the time they execute their employment contracts. KSU's policy includes the reporting, routing, approval, management and sanctions procedures to insure proper and complete compliance with the requirements.

Mandatory Civil Rights training is required of all employees biennially and all employees are subject to all policy statements established to ensure a safe and inclusive research, academic and work environment.

Kansas State University values the highest standards of honesty, integrity, and professionalism, and expects employees to act ethically and legally while supporting the university's mission and strategic goals.

The university's Ethics and Compliance hotline is an anonymous, 24/7 resource for reporting concerns regarding legal or policy violations or unethical behavior. We are committed to always doing the right thing. Employees who believe they are aware of a violation are expected and encouraged to report their concerns. You may use any of the three following methods to submit a report.

Report an incident online at: https://www.k-state.edu/risk/integrity/hotline.html
Dial toll-free
•   833-210-4036 (English speaking in USA or Canada)
•   800-216-1288 (Spanish speaking in USA or Canada)

Email reports@lighthouse-services.com
•   Must include university name with report

All members of a National Science Foundation Project Team are to be provided a copy of this Program Statement. Furthermore, the Project Principal Investigator(s) must complete the project specific Safe and Inclusive Environment Plan for this project, as described on the following Project Specific Information Template for **NSF Safe and Inclusive Working Environment Plan for Off-Campus or Off-Site Research**.