

## Smithsonian Tropical Research Institute Expectations of Conduct

*Oct. 22, 2021*

All STRI employees, fellows, interns, research associates, visitors, contractors, volunteers, and other affiliated persons are entitled to a civil and harassment-free environment. STRI-affiliated persons are expected to behave professionally in their interactions with other STRI-affiliated persons inside and outside STRI's facilities, including while conducting STRI-related field activities, attending conferences, and when working online on STRI-related projects (e.g., emails and virtual meetings). An environment where people feel welcomed, respected, and valued is necessary for all individuals to contribute to their fullest potential. Maintaining a safe and professional environment is a shared responsibility.

### **Expected behavior:**

- Treat everyone with respect and consideration.
- Be considerate of the multitude of views and opinions that may differ from your own.
- Resolve differences in a civil and equitable manner.
- Contribute to a supportive environment for working and learning.

### **Unacceptable behavior includes:**

- Physical, emotional, or verbal abuse in any form (in person, by phone, in writing, through social media, etc.), including harassment (sexual or non-sexual), intimidation, coercion, threatening or hostile behavior, censorship, stalking, and bullying.
- Unsolicited physical contact or sexual attention, including whistling, cat-calls, obscene gestures, ogling, and insinuating or 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.
- Public intoxication on STRI premises or at STRI-sponsored events.
- Any actions that unnecessarily endanger the health and safety of oneself or others.
- Illegal conduct including assault, theft, and possession or use of illegal drugs.
- Disregard for Smithsonian or STRI regulations, including violation of safety policies, smoking in unauthorized areas, and accessing restricted areas.
- 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.

## What to do if you experience or witness inappropriate behavior

If you experience or witness inappropriate behavior that cannot be immediately, easily, or comfortably resolved by speaking to the offender (for example, telling someone that their behavior makes you feel uncomfortable and asking them to stop), please make a record of the events and report the behavior.

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

#### STRI Human Resources Contact Information

Jaime Velasco  
Office of Human Resources  
Smithsonian Tropical Research Institute  
(+507) 6379-8468  
[strireport@si.edu](mailto:strireport@si.edu)

#### SI Civil Program Contact Information

Amanda Jones  
SI Civil Coordinator  
Smithsonian Institution  
(+001) 202-633-6379  
[jonesam@si.edu](mailto:jonesam@si.edu)  
[sicivil@si.edu](mailto:sicivil@si.edu)  
[www.si.edu/si-civil-program](http://www.si.edu/si-civil-program)

#### 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 STRI HR, SI Civil, 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 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 (Shadella Davis – (+001) 202-633-2008 / [davissm@si.edu](mailto:davissm@si.edu)) or the Employee Assistance Program (Tim Holloman, Manager - [hollomant@si.edu](mailto:hollomant@si.edu)). The Employee Assistance Program is also available in multiple languages through Inova. More information about this may be found below:

## **Inova Employee Assistance Program Contact Information**

This resource is available to STRI employees and STRI-affiliated individuals (fellows, research associates, post-docs, interns, etc.).

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

- Click on “Member Log-in” - Username is Smithsonian, and password is EAP
- Select preferred language
- Click the LiveConnect chat button (if a Spanish-speaking counselor is needed you can request one)

**Inova EAP Phone** 1-800-346-0110 (can also call free through computer using Skype, if a Spanish-speaking counselor is needed you can request one)

## **Disciplinary actions**

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

## **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** – 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.

## Resources for more information

SI Civil resources:

<https://www.si.edu/si-civil-program>

Smithsonian's Civil Handbook:

[https://www.si.edu/sites/default/files/unit/ohr/si\\_civil\\_program\\_handbook\\_12-30-2020.pdf](https://www.si.edu/sites/default/files/unit/ohr/si_civil_program_handbook_12-30-2020.pdf)

Smithsonian's Anti-Harassment Policy (Smithsonian Directive 225):

[https://www.si.edu/sites/default/files/unit/ohr/sd\\_225\\_anti-harassment\\_policy\\_12-30-2020.pdf](https://www.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):

[https://www.si.edu/sites/default/files/unit/ohr/sd\\_217\\_workplace\\_violence\\_prevention\\_policy\\_12-30-2020.pdf](https://www.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:

[https://www.gacetaoficial.gob.pa/pdfTemp/28465\\_A/66081.pdf](https://www.gacetaoficial.gob.pa/pdfTemp/28465_A/66081.pdf)

STRI's Safety and Security Website (includes information on emergencies and facility-specific safety instructions): <https://striresearch.si.edu/ss/>

## STRI SI Civil Program Resource Contacts

1. **Adriana Bilgray**, Academic Programs, Tupper Building, Tupper Research, Lab & Conf. Ctr.
2. **Fernando Bouche**, Office of Information Technology, Tivoli Bldg., Tupper Research, Lab & Conf. Ctr
3. **Melissa Cano**, Science Administration, Barro Colorado Nature Monument.
4. **Sean Connolly**, Scientific Staff, Naos Marine and Molecular Laboratories.
5. **Paola Gómez**, Academic Programs, Tupper Building, Tupper Research, Lab & Conf. Ctr
6. **Urania González**, Bocas del Toro Research Station.
7. **Lina González**, Communications, Tupper Building, Tupper Research, Lab & Conf. Ctr
8. **Ariel Jaén**, Smithsonian Facilities, Pastor's House, Tupper Research, Lab & Conf. Ctr
9. **Lauren Krizel**, Forest GEO, NMNH
10. **Yvette McKenzie**, Facilities Administration, Naos Marine and Molecular Laboratories.
11. **Isis Ochoa**, Science Administration, Gamboa Laboratories.
12. **José Ramón Perurena**, Safety, Tivoli Building, Tupper Research, Lab & Conf. Ctr
13. **Rebecca Rissanen**, Punta Culebra Nature Center.
14. **Félix Rodríguez**, Science Administration, Tupper Bldg., Tupper Research, Lab & Conf. Ctr
15. **Kristin Saltonstall**, Scientific Staff, Naos Marine and Molecular Laboratories.
16. **Lourdes Vargas**, Science Administration, Punta Galeta Marine Laboratory.