

**ISRB Plan to Promote Safe Environments**  
**September 3-6, 2023, Vienna, Austria**  
**NIH R13/U13 Support for Conferences and Scientific Meetings**

**Commitment**

ISRB is committed to ensuring a welcoming and inclusive environment that respects and values all its community members. This commitment includes providing a clear process for addressing alleged discrimination, harassment, or related misconduct. ISRB's Policy on Prohibited Discrimination, Harassment and Related Misconduct protects all members of the ISRB community while they are attending ISRB-sponsored events.

**Expectations of Behavior**

ISRB expects that all conference attendees treat one another with dignity and respect. Examples of behavior that will not be tolerated include, but are not limited to:

- Harassment or discrimination on the basis of age, color, disability, gender, gender expression, gender identity, genetic information, national origin, race, religion, sex (including pregnancy), sexual orientation, or veteran status
- Use of unlawful, harmful, vulgar, threatening, or abusive language and/or imagery
- Inappropriate or unwanted physical contact
- Other inappropriate conduct that may not meet the definition of harassment, but that raises concerns about a safe and respectful environment which may include comments or conduct that disparages or demonstrates hostility or aversion towards any person that could reasonably be perceived as disruptive or inappropriate
- Retaliation, which is considered adverse action against or other form of negative treatment of an individual due to: opposition to discrimination, harassment, or related misconduct; reporting or participating in an investigation of such misconduct; or other form of good faith opposition to this misconduct

Additional examples of unacceptable behavior can be found on NIH's Supporting a Safe and Respectful Workplace site: <https://grants.nih.gov/grants/policy/harassment/definitions.htm>

**Reporting Instructions**

Incidents of discrimination, harassment or related misconduct as described above should be reported to our ombudsperson Mehdi Khadraoui, IMP, Vienna Biocenter, via:

- Phone: 0043 1 797303625
- E-mail: [mehdi.khadraoui@imp.ac.at](mailto:mehdi.khadraoui@imp.ac.at)

If you are reporting an incident presenting an immediate threat to life or property or if you otherwise require emergency assistance, please dial 101.

**Assessment and Consequences**

Once an incident is reported to the designated ISRB representative, the Ombudsperson from Vienna Biocenter will contact the negatively impacted party. Depending on the nature of the report and based on the information provided by the negatively impacted party, the representative may inform the negatively impacted party of or will implement confidential resources and/or supportive measures (e.g., accommodations, no-contact orders, change in schedule, etc.). If the situation involves matters outside of the Vienna Biocenter Ombudsperson scope, the Vienna Biocenter Ombudsperson will refer the impacted party to another resource, such as local law enforcement, if applicable.

Otherwise, an intake form will be submitted and an assessment will begin. The assessment involves:

- the Vienna Biocenter Ombudsperson gathers information
- meeting with the accused/respondent when appropriate
- referring the report, if necessary, to a campus partner

- informal intervention and close (either informal resolution or proceeding to a formal investigation)

Consequences for individuals who are found to have violated the expectations of behavior may vary depending on the severity of the violation. However, potential consequences include, but are not limited to:

- Removal from conference participation (current and/or future)
- No-contact order
- Removal from Vienna Biocenter premises
- Reporting of incident to individual's home institution (if non-Vienna Biocenter personnel/student)
- Administrative leave (if Vienna Biocenter employee)
- Formal written discipline
- Termination (if Vienna Biocenter employee)

### **HHS Office for Civil Rights**

An additional reporting mechanism is available for U.S. citizens through the U.S. Dept. of Health and Human Services (HHS) Office for Civil Rights (OCR) if you believe you have been discriminated against because of your race, color, national origin, disability, age, sex, or religion in programs or activities that HHS directly operates or to which HHS provides federal financial assistance. Information about how to file a complaint with HHS OCR is available on their website at: <https://www.hhs.gov/civil-rights/filing-a-complaint/index.html>.

Filing a complaint with Vienna Biocenter is not required before filing a complaint of discrimination with HHS OCR and seeking assistance from Vienna Biocenter in no way prohibits filing complaints with HHS OCR. If you have questions, concerns, or complaints related to harassment, you may contact HHS OCR and/or the Vienna Biocenter Ombudsperson

### **NIH Notification**

As this is an NIH-supported conference, you may also notify NIH directly about concerns of harassment, discrimination, and other forms of inappropriate conduct. You can notify NIH via:

- Phone: (301) 480-6701
- Webform: <https://public.era.nih.gov/shape/public/notificationForm.era>

### **Communication Strategy**

As part of our communication strategy to ensure conference attendees are aware of the safety plan, know how to report concerns or incidents, and the consequences of violating the expectations of behavior. To promote awareness of the plan, we plan to do the following:

- Provide a link to the safety plan on the conference website
- E-mail an electronic copy of the safety plan with any electronic documents sent in advance of the conference
- Communicate main elements of the safety plan as part of opening plenary session

### **Steps to Ensure a Safe and Respectful Environment**

- Designate volunteers or other conference staff as individuals to whom someone can report concerns (provide special badge or other unique identifier to these individuals)