



NSF AC-GEO  
October 20  
2016

Polar Programs – Antarctic Infrastructure and Logistics  
Tim McGovern – Ocean Projects Manager



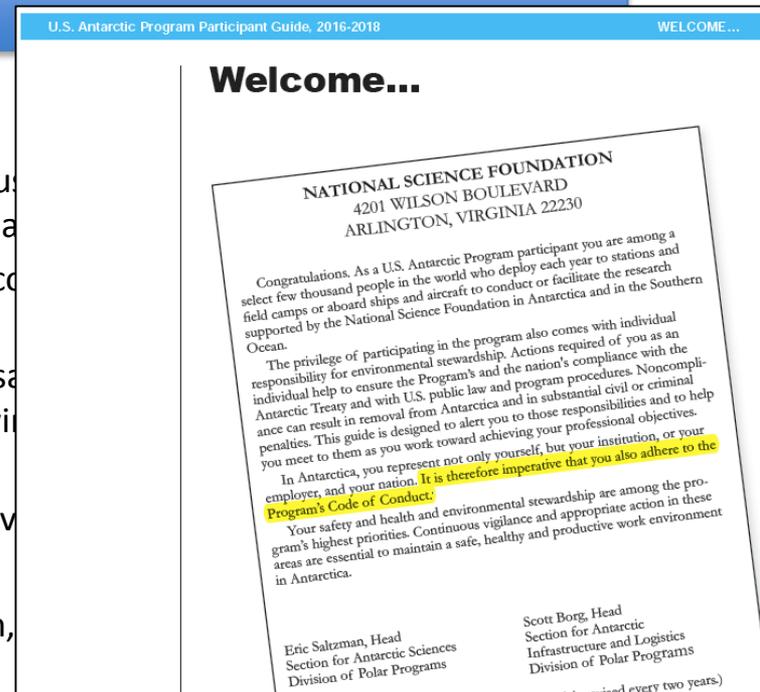
# Polar Programs Overview

- US Antarctic Program
  - *Two contracted global class ships: the icebreaking research vessel NATHANIEL B. PALMER; the ice-capable research and supply vessel LAURENCE M. GOULD*
  - *Three year-round Antarctic Stations: McMurdo, South Pole, Palmer*
  - *Additional support is provided by the United States Coast Guard through the heavy icebreaker POLAR STAR*
- Arctic Research Program
  - *United States Coast Guard medium icebreaker HEALY*
  - *UNOLS ice-capable research vessel SIKULIAQ*
  - *Foreign operated icebreaking research vessels*

# US Antarctic Program Code of Conduct

While not exhaustive, the following acts are examples of conduct that violate the fundamental principles and objectives outlined in this Code:

- Conduct that is offensive, indecent, or obscene.
  - Disorderly conduct, including, but not limited to, behavior that interferes with USAP operations or actions that endanger one's self, others in the USAP community, or Antarctic operations.
  - Failure to comply with the directions of authorized USAP officials in the performance of their duties.
  - **Physical or verbal abuse of any person, including but not limited to harassment, stalking, bullying or hazing of any kind whether the behavior is carried out verbally, physically, electronically, or in written form.**
- Violation of the USAP Alcohol Policy.
- Violation of the USAP Housing Policy.
  - Unauthorized possession or use of controlled substances, us paraphernalia. Being under the influence of illegal drugs or una
  - Violation of safety procedures or engaging in activity that co and working in Antarctica.
  - Dishonest conduct including, but not limited to, false accusa misuse of any USAP document, record, or identification; or givin misleading to a USAP official.
- Violation of the Information Technology Enterprise Rules of Behav
- Unauthorized entry, use, or occupancy of USAP facilities.
  - Unauthorized taking, possession, modification, destruction, (clothing, furniture, etc.) or the property of others.



All deploying employees must read and acknowledge four NSF policies:

- USAP Code of Conduct
  - USAP Enterprise Information Rules of Behavior
  - Alcohol Policy
  - USAP Lodging Policy
- **Sign NSF Policy Acknowledgment Form signifying you fully understand and will comply with all four policies.**

**Signing the form is a requirement for deployment**

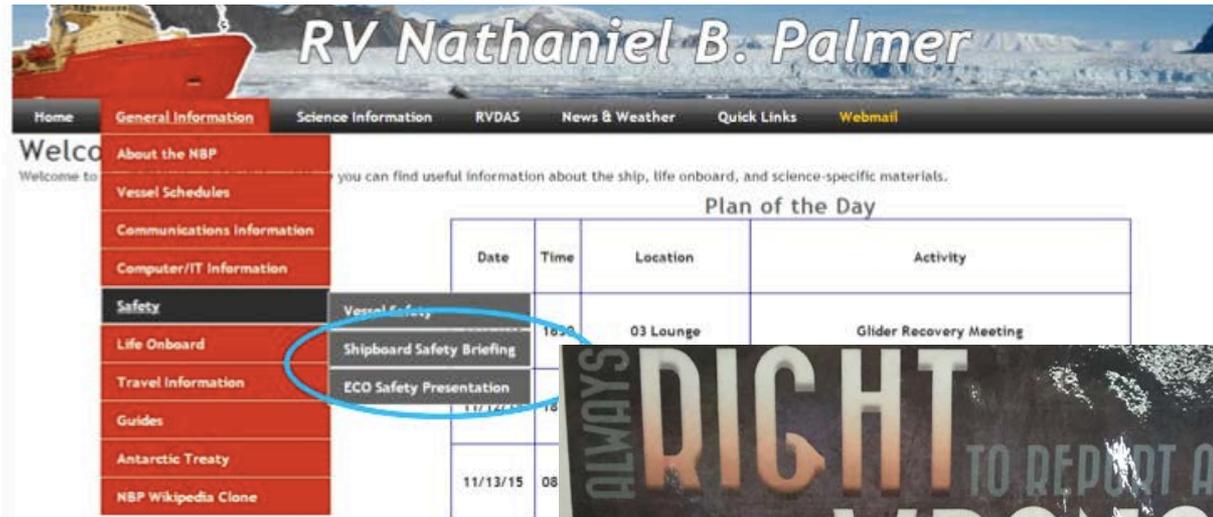
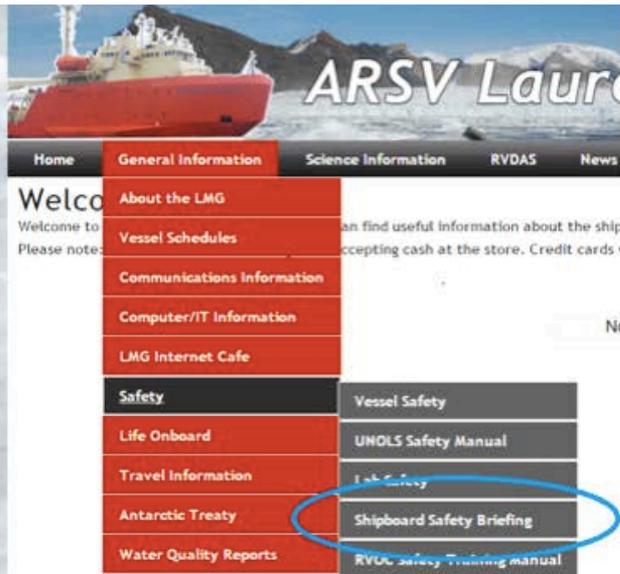
## Safe & Respectful Work Environment

*ASC maintains a safe and respectful workplace  
Onboard USAP Vessels and In Port*

If someone's behavior is hostile or offensive to you regardless of company or project affiliation - please take these steps:

- 1<sup>st</sup>: Address the behavior with the offender
- 2<sup>nd</sup>: If not comfortable with discussing the topic with the offender, talk to the MPC, your PI or the Captain to help facilitate
- 3<sup>rd</sup>: If not comfortable with talking to the MPC, PI, or Captain call or email Ethan Norris, ASC Marine Area Manager, at:
  - (720) 568-2184 (Office), (720) 979-8782 (Mobile),  
Ethan.Norris.contractor@usap.gov
  - Mr. Norris will address your concerns or coordinate a response with the proper ASC HR representative, ECO or NSF as appropriate
  - Alternate off ship contacts include:
    - Mike Windle, LM HR Manager, Michael.j.Windle@lmco.com
    - Tim McGovern, NSF, mcgovern@nsf.gov, 703-292-4248 (Office)

# Information & Support Aboard Ships



## Workplace Harassment and Discrimination Policy

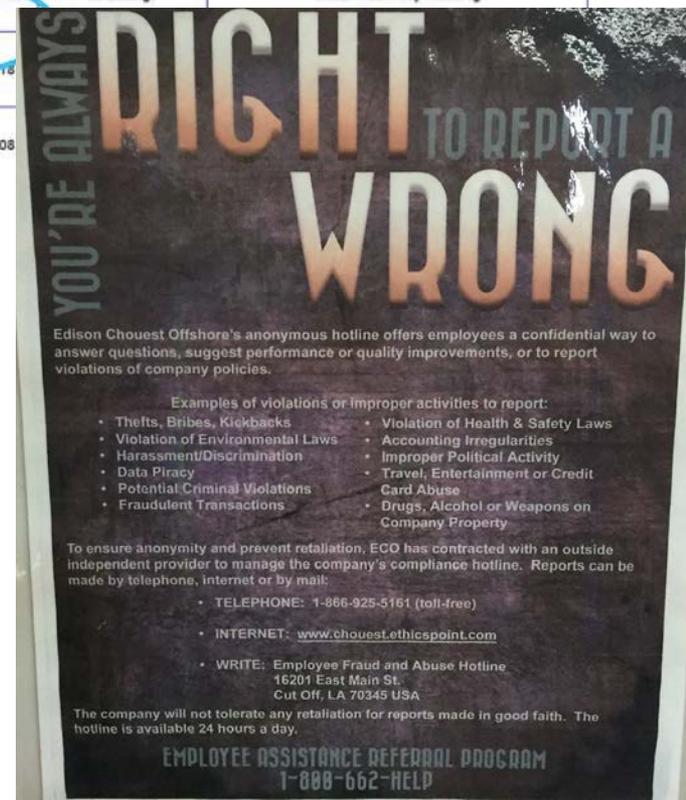
<http://www.chouest.com/downloads/workplace-harassment.pdf>

## Code of Conduct and Ethics Statement

[http://www.chouest.com/downloads/gms\\_code-of-conduct.pdf](http://www.chouest.com/downloads/gms_code-of-conduct.pdf)

## Quality, Health, Safety and Environment (QHSE Policy)

<http://www.chouest.com/qhse.html>





# ANTI-DISCRIMINATION and ANTI-HARASSMENT POLICY STATEMENT

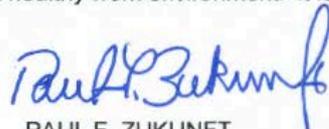
Our Core Values of Honor, Respect and Devotion to Duty demand our commitment and dedication to a workplace free of discrimination and harassment. Sustained mission excellence requires it. Federal law and policy compel it. Our *Duty to People* is founded upon it.

Unlawful discrimination, including harassment, is incompatible with our Service values.

We will respect those we serve and those who serve with us. We will sustain a work environment that is free from conduct that unreasonably affects an individual's work performance or creates an intimidating, offensive, or hostile work environment based on an individual's race, color, national origin, religion, sex, gender identity, sexual harassment, pregnancy and sexual orientation, genetic information, marital status, parental status, political affiliation, or protected Equal Employment Opportunity (EEO) activity or any other characteristic protected by federal law. We will proactively address such conduct before it affects our mission performance. Each Coast Guard member will be familiar with the policy to prevent and eliminate all forms of discrimination and harassment.

The Coast Guard's Civil Rights Directorate website contains guidelines for reporting and responding to incidents of unlawful discrimination and harassment. <http://www.uscg.mil/hq/cg00/cg00h/>. Coast Guard members who believe they have been subjected to unlawful discrimination and/or harassment should report it promptly through the supervisory chain of command, the local Human Resources Offices, or through other appropriate grievance channels. Complaints and reports alleging unlawful discrimination and/or harassment will be processed promptly, thoroughly, impartially and through a process that ensures fairness. In cases where it is determined that discrimination has occurred, leadership will take immediate and appropriate corrective action.

At all times, we will provide an environment that promotes dignity, respect, and inclusion. These are essential elements to the sustainment of operational readiness, a positive command climate and a healthy work environment. *It is with*

  
PAUL F. ZUKUNFT  
Admiral, U.S. Coast Guard

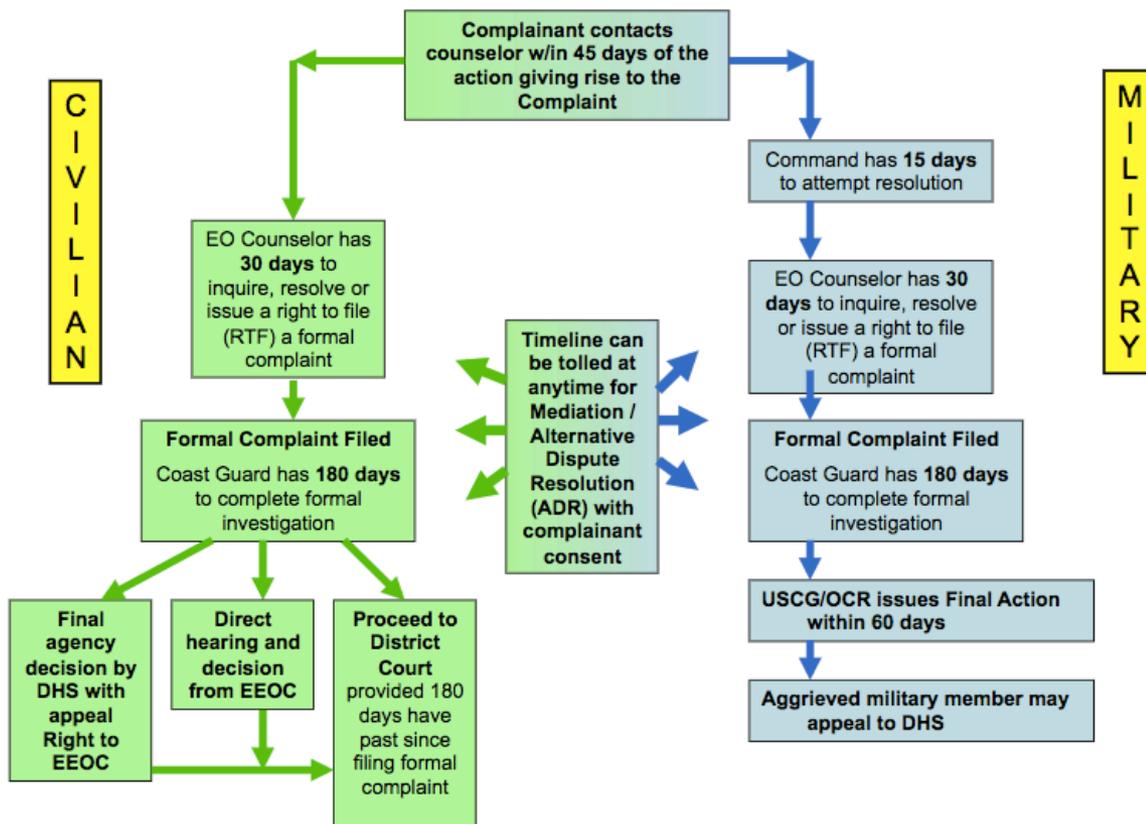
## CG Policy Statement:

<https://www.uscg.mil/civilrights/Documents/ADAH6.pdf>

## Civil Rights Manual:

[https://www.uscg.mil/civilrights/Documents/CIM\\_5350\\_4c.pdf](https://www.uscg.mil/civilrights/Documents/CIM_5350_4c.pdf)

### U. S. Coast Guard Complaint Milestones in Calendar Days





NSF AC-GEO  
October 20  
2016

OCE-IPS  
Rose Dufour- Program Director Ship Operations



# UNOLS/ARF Overview:

- Academic Research Fleet

*18 vessels, classes range from global to local/regional class ships. All ships are designed for multiply days at sea and operate from lakes to global oceans.*

- **UNOLS- University-National Oceanographic Laboratory System (UNOLS) is an organization of 60 academic institutions and National Laboratories involved in oceanographic research and joined for the purpose of coordinating oceanographic ships' schedules and research facilities.**

*Coordination does not over ride institutional HR policies, therefore every operator must comply with International (IMS), Federal and State guidelines.*

- NSF requires and inspects to the UNOLS – RVSS – (Research Vessel Safety Standards) which is a living document that gives operators guidance on all aspects of shipboard safety and management, including gender and bullying compliance.

*Every two years, all ships within the ARF are inspected by NSF, additionally ships that are over 300 GT, are required to conduct Coast Guard inspections, and Navy owned ships must also carry INSURV inspections. None of these other inspections reviews onboard gender climate or bullying except the NSF inspection (but inspection is limited to the ship's compliance to RVSS and Appendix E).*

# Future and ongoing improvements:

1) UNOLS Council has formed an Ad-Hoc Committee on Pregnancy, Privacy, and Harassment

*Charge: Research current policies and practices aboard UNOLS ships regarding protected personal information, medical history forms, participation at sea for pregnant and provisions for nursing women, and other issues as identified. Work to make existing policies more transparent for all. Report back to the Council with written recommendations on various methods that would help to clarify and articulate these policies.*

The committee will review the following:

## *Harassment Prevention Policy*

- Do you have a published and posted Harassment Prevention Policy on your ship.
- Does the policy apply to all members of the ship's complement, i.e. officers, science party, crew, technicians and outside contractors?
- What are your procedures for reporting, documenting, and following up on incidents of harassment?
- Do you have a designated person on the ship responsible for handling these situations?
- Is there a designated person(s) ashore that an individual can contact ?
- Are you showing the video: "Sexual Harassment Prevention" produced by Maritime Training Services, (2013) at your safety orientation fire & boat drills? If not, why?
- Does your Title IX office handle follow up from shipboard complaints?

# Cont.

*2) UNOLS helped produce a shipboard industry-wide Sexual Harassment Video available to the operators to be shown onboard as part of the safety briefing.*

*3) WHOI policy is particularly good, and is displayed onboard the ship in several places. The policy directs potential complaint's to the EEO office on campus.*

<http://www.who.edu/HR/page.do?pid=21736&cid=903&c=39#3>

# Under discussion by OCE and PLR

- Further discussions about compliance as part of a check during NSF inspections. This may fall to the NSF observer, who would be trained by our internal EEO office.
- OCE/PLR may produce a more comprehensive video that is specific to life on research vessels (needs to address both crew and science party). This would be available prior to embarking.
- Add language to renewed and new cooperative agreements that provide awardee's with NSF's expectations and consequences of in-action.