

# WK Kellogg Biological Station (KBS) Code of Conduct

KBS is committed to a safe and supportive environment that is free from all forms of discrimination, harassment and assault.

The KBS community includes faculty, staff, students, researchers, program participants, and conference center guests who work, live, visit and often socialize with one another. This close-knit atmosphere makes KBS a unique and special place, but also comes with responsibility. EVERYONE at KBS will be held to the following standards.

## **Expected Behavior:**

- You will treat all persons with respect and consideration, value a diversity of opinions so as to develop a relationship of mutual respect, and recognize how your actions impact and reflect upon the entire KBS community.
- You will be conscious of the safety and well-being of every person and will intervene when a situation threatens a person's health or safety.
- You will be considerate and respectful of all areas and events at KBS, including those not open to or accessible to the public (private events, research areas, the research dock, etc.).
- If you become involved with a person under your supervision, or over whom you have a perceived position of authority/power (e.g., faculty/professional staff & undergraduate), the relationship must be reported to the KBS Director's Office. See MSU's Conflict of Interest in Education/Employment for details: <https://tinyurl.com/msuregs1>

## **Unacceptable Behavior:**

- Behavior that endangers the health or safety of oneself or others.
- Harassment, assault, intimidation, or discrimination prohibited by MSU's Anti-Discrimination Policy, which includes discriminatory or harassing comments related to race, gender, sexual orientation, disability, weight, height, age, religion, and nationality. See MSU's ADP for details: <https://oie.msu.edu/policies/adp.html>.
- Unsolicited, unwelcome, or nonconsensual physical or sexual contact; sexual harassment; or sexual misconduct. See MSU's Relationship Violence and Sexual Misconduct (RVSM) Policy for details: <https://oie.msu.edu/policies/rvsm.html>.
- Use or distribution of illegal drugs, consumption of alcohol by persons under the legal drinking age, and irresponsible use of alcohol by those over the legal drinking age (e.g., supplying alcohol to underage persons, binge drinking, etc.).
- Irresponsible use/damage of KBS property and equipment through gross disregard for property, safety and research integrity, above and beyond normal accidental incidences.
- Unprofessional or inappropriate conduct, including engaging in aggressive, hostile, or threatening behavior. See MSU's Rules Governing Personal Conduct of Employees and Student Regulations for additional details: <https://tinyurl.com/msu-employee> and <https://tinyurl.com/msu-student>.

In conjunction with the above, all Michigan State University policies and procedures apply to every person working, staying, living, or recreating at KBS.

**Any transgression related to the above unacceptable behaviors may be grounds for: initiation of *disciplinary action*, or *termination* of employment; *dismissal/removal* from KBS with *no refund*; and if applicable, *forfeiture* of any stipend, fellowship, scholarship or award administered by KBS.**

I, \_\_\_\_\_ (printed name), have read and understand the KBS Code of Conduct, and further understand that by breaking this code of conduct I will be subject to the consequences outlined above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Below is information for you to keep regarding how to report emergencies, discrimination, harassment, sexual misconduct, relationship violence, and stalking:

## **How to Report**

**\*\*\*In any emergency call 911 for local emergency responders!**

All emergencies should be reported immediately to 911 & the KBS Director's Office.

### **Title IX Violations**

Discrimination, harassment of any kind, sexual misconduct, relationship violence/stalking should be reported immediately to the MSU Office of Institutional Equity (OIE), the KBS Directors Office, **and** the local police if criminal.

**\*\*\*All MSU employees** such as faculty, staff, post-docs, graduate students, and undergraduate student employees **are mandatory reporters** under MSU's Title IX policy.

MSU OIE online: <https://oie.msu.edu/>

MSU OIE by phone: 517-353-3922

KBS Director's Office: 269-671-2234

Jennae Rozeboom, KBS Title IX Coordinator: 269-671-2352

Kalamazoo County Sherriff: 269-383-8822

## **Local Resources**

Kalamazoo County Sheriff non-emergency dispatch: 269-383-8822 or <https://www.kalcounty.com/sheriff/formrequestservice.php>

Bronson Hospital Emergency Center 24-hour line: 269-341-6386

Borgess Hospital Trauma Services 24-hour line: 269-226-6917

Kalamazoo YWCA Sexual Assault Program crisis line: 269-385-3587

Kalamazoo Community Mental Health: 269-373-6000

OutFront Kalamazoo (local LGBTQ support): 269-349-4234

## **MSU Resources**

MSU Student Counseling Services: 517-355-8270 or online at <https://caps.msu.edu/>

MSU Employee Assistance Program: 517-353-8933 or online at <http://eap.msu.edu/>

## **National Resources**

National Suicide Prevention Lifeline: 1-800-273-8255 (TALK)

LGBT National Help Center: 1-888-843-4564