

W.K. Kellogg Biological Station

Code of Conduct

Purpose

The purpose of this Code is to describe a set of behavioral standards that all members of the KBS community agree to uphold, with the goal of maintaining a safe, welcoming, and inclusive environment for living, working, and learning.

Community and applicability

As a National Science Foundation Long-Term Ecological Research (LTER) and Long-Term Agroecosystem Research (LTAR) site, part of the Great Lakes Bioenergy Research Center (GLBRC), and Michigan State University's (MSU) largest off-campus education complex, the W.K. Kellogg Biological Station (KBS) is a highly visible hub for research in ecology and evolution.

The KBS community includes faculty, staff, students, researchers, volunteers, and program participants who work, live, and often socialize with one another. The rural setting and close-knit atmosphere of the station make KBS a unique and special place to live and work and bring with them a responsibility to create and maintain a safe and inclusive environment.

This Code is applicable on all KBS property, including in rental accommodations; at KBS-sponsored or supported events, whether in-person or virtual; and when any member of the KBS community is explicitly or implicitly representing KBS in any capacity.

The people of KBS are dedicated to welcoming everyone, regardless of race, national origin, religion, color, sex, sexual orientation, gender, gender identity or expression, age, disability, veteran status, political persuasion, height or weight.

Expected conduct

All members of the KBS community will be held to the same standards of behavior. These standards follow MSU's University-wide policies and procedures¹.

- Treat all persons with respect and consideration and nurture an inclusive and welcoming environment.
- Cultivate awareness of how historical and current inequities inform personal power and privilege. Recognize how power and privilege mediate interpersonal interactions and affect decisions.
- Be mindful of how individual choices may affect other people – intentionally or unintentionally – and be accountable for one's decisions, words, and actions and their impacts. Be willing to listen to others and, if necessary, change one's behavior to reduce harm.
- Be conscious of the safety and wellbeing of every person. Strive to recognize and intervene to prevent or interrupt situations that could threaten a person's health or safety. Examples of safe and effective types of interruption include the '3Ds' of bystander intervention:
 - **D**irect: Confront the situation immediately and, when possible, separate the person from the unsafe situation.
 - **D**istract: Create a distraction to defuse the situation and, if necessary and when safe, separate the person from the situation.
 - **D**elegate: If intervention is not possible, enlist assistance from others to interrupt the situation.
- Protect oneself and others by complying with all University-wide and KBS-specific guidelines for public health.
- Comply with all University-wide policies and procedures.²

¹ <https://hr.msu.edu/policies-procedures/university-wide/>

² <https://hr.msu.edu/policies-procedures/university-wide/>

Unacceptable conduct

Unacceptable conduct includes any behavior that endangers the safety or wellbeing of any person, including oneself, or that otherwise impedes the goal of nurturing an inclusive and welcoming environment at KBS. Examples are:

- Harassment, assault, intimidation, or discrimination prohibited by Title IX and/or the MSU Anti-Discrimination Policy³, including discrimination or harassment related to race, national origin, religion, color, sex, sexual orientation, gender, gender identity or expression, age, disability, veteran status, political persuasion, height or weight.
- Unsolicited, unwelcome, or non-consensual physical or sexual contact, sexual harassment, or sexual misconduct that is prohibited by the MSU Relationship Violence and Sexual Misconduct Policy⁴.
- Conduct that violates the MSU prohibition of consensual amorous and sexual relationships between faculty, or other individuals with educational and/or supervisory responsibility, and students⁵.
- Use or distribution of illegal drugs, consumption of alcohol by persons under the legal drinking age, or irresponsible use of alcohol by persons over the legal drinking age (e.g., supplying alcohol to underage persons, binge drinking, etc.).
- Irresponsible use of KBS property or equipment, whether or not damage occurs, through gross disregard for property, safety, or research integrity.
- Conduct that violates the MSU Rules Governing Personal Conduct of Employees,⁶ the Faculty Handbook, or Student Regulations⁷.

Consequences

Consequences for violating this Code will be enforced by the KBS Director as appropriate. Violations may be grounds for:

- disciplinary action;
- termination of employment;
- dismissal/removal from KBS;
- forfeiture of any fees paid to KBS; and/or
- forfeiture of any stipend, fellowship, scholarship, or award administered by KBS.

³ https://hr.msu.edu/policies-procedures/university-wide/ADP_policy.html

⁴ <https://oie.msu.edu/policies/rvsm.html>

⁵ https://hr.msu.edu/policies-procedures/faculty-academic-staff/faculty-handbook/consensual_relationship_students.html

⁶ <https://hr.msu.edu/policies-procedures/support-staff/support-staff-handbook/ss-handbook/employee-rights/rules.html>

⁷ <http://splife.studentlife.msu.edu/regulations/general-student-regulations>

Reporting violations

With few exemptions⁸, all faculty, staff, postdocs, graduate and undergraduate student employees, and volunteers are responsible employees under the MSU Title IX Policy⁹ and must report violations. All members of the KBS community can report violations of this Code without fear of retaliation⁹ and are strongly encouraged to do so.

- Title IX violations include 1) sex discrimination, 2) sexual harassment, and 3) sexual/relationship violence or stalking and should be reported to the **MSU Office of Institutional Equity (OIE)** and the KBS Director's Office. Reports to the OIE can be made anonymously.
- Any concern or grievance involving a student can be reported informally and confidentially to the **MSU Office of the University Ombudsperson**.
- Concerns about violations of MSU policy can be reported formally to **MSU Human Resources**, the **MSU Faculty Grievance Officer** or anonymously to the **MSU Misconduct Hotline**.
- Conflicts involving students, including those that do not involve an explicit violation of policy, may be addressed through **MSU Conflict Resolution Services** via the Dean of Students Office.
- Emergencies should be reported immediately to the appropriate first responder(s) and the KBS Director's Office. In cases of life-threatening injury, call 911.

MSU Office of Institutional Equity (OIE)

(517) 353-3922

<https://oie.msu.edu>

KBS Director's Office – Fredric Janzen

(269) 671-2234

janzenfl@msu.edu

MSU Faculty Grievance Office

(517) 353-8884

fgo@msu.edu

MSU Conflict Resolution Services

(517) 884-0789

doso@msu.edu

MSU Office of the University Ombudsperson

(517) 353-8830

<https://ombud.msu.edu>

KBS Title IX Representative – Sarah Reimer

(269) 671-2352

reimersa@msu.edu

MSU Misconduct Hotline

1-800-763-0764

<https://misconduct.msu.edu>

Crisis and health resources

These are a few of the free phone resources available to individuals experiencing mental health emergencies and/or who may require mental health services.

Local Kalamazoo

Bronson Hospital Emergency Department (24 hours) (269) 341-6386

Borgess Hospital Trauma Services (24 hours) (269) 226-6917

YWCA Crisis Hotline (24 hours) (269) 385-3587

Gryphon Place (24 hours) (269) 381-4357

MSU

Student Counselling Services | <https://caps.msu.edu> (517) 355-8270

Employee Assistance Program | <https://eap.msu.edu> (517) 355-4506

Covid-19 Hotline (888) 353-1294

U.S.

National Suicide Prevention Lifeline (24 hours) 1-800-273-8255

LGBT National Youth Talkline 1-800-246-7743

Trans Lifeline (24 hours, non-active rescue) 1-877-565-8860

⁸ <https://oie.msu.edu/resources/mandatory-reporters.html>

⁹ <https://civilrights.msu.edu/policies/relationship-violence-and-sexual-misconduct-and-title-ix-policy.html>

W.K. Kellogg Biological Station Code of Conduct Agreement

By signing this document, I, _____, am stating that I have read and
understood and that I agree to uphold the KBS Code of Conduct and MSU policies and procedures. I
understand that, if I violate this Code, I will be subject to the consequences stated above.

Signature

Date