Protocol for the National Weather Center 
and All Associated Programs

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Our Pledge

The National Weather Center (“NWC”), including its academic and research units, are committed to providing a safe, productive, and welcoming environment for all students, employees, and participants in their day-to-day work as well as in any conference, workshop, field project, or project hosted or managed by the NWC no matter what role they play or their background. The NWC prohibits discrimination and/or harassment of anyone regardless of race, color, national origin, sex, sexual orientation, genetic information, gender identity, gender expression, age, religion, disability, political beliefs, or status as a veteran, as well as any other characteristics protected under state or federal law.

This Protocol is a compilation of relevant University policies assembled for convenience and this Protocol does not supersede or modify any existing OU or NWC partner policies. All students, employees, and participants (including those not directly affiliated with OU/NWC partners) are expected to abide by this Protocol when operating in the NWC or during any NWC-related event. This Protocol complies with the new directive from the National Science Foundation (NSF), and applies to the NWC’s daily operations as well as all NWC related events, including those sponsored by organizations other than the NWC but held in conjunction with the NWC events, in any location throughout the world.
Expected Behavior

- OU employees are required to follow all OU workplace policies, in particular the Faculty or Staff Handbooks, Student Code, and other applicable policies
- Federal employees are required to follow all federal workplace regulations, in particular, NOAA/OAR Equal Employment Opportunity Employment Policies and other applicable policies
- All students are required to abide by OU’s Student Rights and Responsibilities code
- Treat all participants with respect and consideration, valuing a diversity of views and opinions
- Be considerate, respectful, and collaborative
- Be mindful of your surroundings and of your fellow participants
- All participants are also expected to respect the rules, policies, and safety guidelines of the workshop, conference, field project site, hotel, contracted facility, or any other venue they attend
- Immediately alert your supervisor or NWC staff, or other OU resources such as the OU police department and/or the local police if you notice a dangerous situation or someone in distress

Unacceptable Behavior

- Harassment, intimidation, or discrimination in any form
- Physical or verbal abuse by anyone to anyone, including but not limited to a participant, member of the public, guest, member of any institution or sponsor
- Unwelcome sexual attention or advances
- Intentionally humiliating behavior directed at guests, members, participants, etc.
- Alarming, intimidating, threatening, manipulative, or hostile comments or conduct
- Threatening or stalking anyone, including an event participant
- Other conduct which could reasonably be considered inappropriate in a professional setting

Consequences

- Anyone requested to stop unacceptable behavior is expected to comply immediately
- The NWC Director (or their designee), NWC security/local police, or any other applicable authority may take any action deemed necessary and appropriate, including immediate removal from the workplace, event, conference, workshop, field project, or facility without warning or compensation of economic losses
- The NWC Director reserves the right to prohibit attendance at a future event, conference, workshop or field project affiliated with the NWC entities
- In cases where there has been a policy violation by someone not associated with OU or other NWC partners the Home Institution of the offender may be notified of an infraction resulting from a complaint
- This is not an exhaustive list of possible consequences for prohibited behavior.
Reporting Unacceptable Behavior

OU Hotline:
The University of Oklahoma has established a 24-hour Reporting Hotline. The hotline serves as an added protection for OU students, handling reports of bias, discrimination, physical or mental harassment or misconduct by OU community members. The 24-hour Reporting Hotline can be accessed by calling 844-428-6531 or going online to www.ou.ethicspoint.com.

OU Confidential Reporting Resources:
OU’s resources for confidential reporting include OU Advocates [Norman/HSC: (405) 615-0013, answered 24/7], counselors, clergy, attorneys, or physicians engaged in such capacity with the reporter.

Mandatory Reporters:
OU considers almost all employees, with the exception of those designated confidential (see previous paragraph), as Mandatory Reporters. When an employee becomes aware of an alleged act of sexual assault, stalking, dating or domestic violence, sexual harassment, or gender discrimination, the employee must promptly share the information with the Sexual Misconduct Office at (405) 325-2215, smo@ou.edu. More information about mandatory reporting can be found here.

University and NWC Director Contacts:
If you or someone you know is subject to unacceptable and/or unwelcome behavior, or have any other concerns, you are encouraged to immediately contact one of the following:

- Berrien Moore, A&GS Dean/NWC Director (berrien@ou.edu; (405) 325-3095)
- Petra Klein, A&GS Executive Associate Dean (pkklein@ou.edu; (405) 325-3095)
- Tanya Guthrie, Director of Administration, A&GS Dean/NWC Director’s Office (tguthrie@ou.edu; (405) 325-3037)
- Heather Bowers, NWC Security Director, OU Police Department (hbowers@ou.edu; (405) 325-6137)

University Reporting Procedures:
Employees may consult with their immediate supervisor, or if this is not practical, with Human Resources, the OU Senior Vice President and Provost, or the appropriate Sponsored Programs Officer or Office of Research Services Director (for faculty or grant related questions). Students may contact their supervisor, faculty adviser, the Vice President for Student Affairs, or the Graduate Office, as appropriate. In the event of a complaint involving an OU employee, OU’s Harassment Reporting and Complaint Procedures may be followed.

Federal Reporting Procedures:
In the event of a Sexual Harassment complaint involving a federal employee, NOAA’s Sexual Assault and Sexual Harassment Prevention and Response Policy (including the reporting procedures) may be followed. For complaints involving other forms of harassment the policies within NOAA Department Administrative Order 202-955 may be followed.
Questions:
If you have any questions relating to this Protocol, please contact Human Resources at (405) 325-4310, or the Institutional Equity Office at (405) 325-3546.

Non-typical Working Conditions
All policies and this Protocol apply under all working conditions including those which may be considered non-typical. Non-typical working conditions include (but are not limited to) conferences, workshops, symposia, field projects, etc., which may or may not take place at the NWC or on OU campus. Regardless of location and working conditions, all policies and this Protocol still apply.

On-duty Contact Information:
In the event that you are subject to or become aware of unacceptable behavior during non-typical working conditions, on-duty points of contact have been established (in addition to the resources provided above).

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Other Important Procedures & Policies
Minors on Campus Policy
The University of Oklahoma has numerous campus locations and a variety of events that attract minors, whether sponsored by the University or by third parties. The full Minors on Campus policy and all associated information can be found online. These guidelines are meant to serve as guidance for these valuable experiences. Please note, these guidelines may not encompass each and every encounter with a minor and should be flexible depending on the circumstances and with the approval of either a supervisor in charge of the area or facility or by the Office of Legal Counsel.

I acknowledge to have received and read the ‘Protocol for the National Weather Center and All Associated Programs’ and agree to abide by the policies described within. The NWC recommended practice is to make this document available to your event participants.

Please either return a signed copy to us or reply via email with the verbiage that you acknowledge receipt of this document and agree to abide.

__________________________   ________________________
Event Coordinator Signature   Date

__________________________   ________________________
Event Coordinator Name       Company/Department, Title