

FIELD REFERENCE GUIDE

Belize Valley Archaeological Reconnaissance Project
Northern Arizona University

*This document is a supplement to the existing ethical codes and rules identified in Northern Arizona University's student code of conduct as outlined by the Student Code of Conduct.***

WHY THIS DOCUMENT EXISTS:

The Belize Valley Archaeological Reconnaissance (BVAR) Project, conducted under the auspices of the Northern Arizona University Department of Anthropology, is committed to providing an environment in which students and faculty can work and learn safely. Thus, efforts must be made to **1)** provide the safest environment possible at all times and in all locations where field research is conducted and **2)** in the event that this goal is not met, to have reporting and responsive mechanisms in place and clearly communicated. This document is complementary to the "Goals and Expectations for Field Experiences" document that should have been provided to you and the University Title IX website (<http://nau.edu/Equity-and-Access/Title-IX/Home/>). This Field Reference Guide has been created to accompany BVAR Project affiliates into the field with resources for reporting sexual misconduct. This document provides several important definitions as well as the contact information of resources for victims and those reporting instances of sexual misconduct. Further resources for reporting incidents are available through the on-site Field Safety Coordinator and the on-campus Department Field Safety Coordinator and Student Resources Officer(s).

GOALS:

- Provide a safe environment for students, faculty, and staff regardless of location.
- Ensure that students, faculty, and staff have appropriate access to resources to address and help resolve interpersonal conflicts of any nature, including but not limited to sexual harassment and/or assault.
- Enable rapid communication between the involved parties, the department, and other offices on campus with relevant expertise in the event of any such conflict.

EXPECTATIONS FOR PARTICIPANTS IN FIELD EXPERIENCES:

- Students, faculty, staff, and guests who participate in any BVAR Project programs are expected to uphold the highest standards of professional conduct in the field.
- Students are further obligated to remain in compliance with Northern Arizona University's Student Code of Conduct in all contexts.
- All participants in BVAR-led field experiences are also expected to be aware, respect, and comply with the customs, cultural norms, expectations, and laws of the country that they are working in. Not only does this ensure a safe working environment, it also ensures good relations between the local community and those attending or leading the field experience.
- Given their position of authority, faculty and staff accompanying students on fieldwork are expected to maintain a safe working and learning environment by communicating the resources available to students for resolving any issues, remaining alert for evidence of misconduct, and setting a professional tone throughout the field season.
- Faculty and Staff are encouraged to report any incidents to the appropriate office at their home campus promptly. Informing a supervisor who is present on site is one appropriate action, but the reporter should be aware that additional reporting may be beneficial/necessary to resolve the situation.

EXPECTATIONS FOR EACH FIELD PROGRAM:

- A member of the graduate faculty or a graduate student will be designated as the **On-site Field Safety Coordinator** for each field experience, responsible for developing and maintaining the list of contacts and resources that may be specific to the site, ensuring that all participants are aware of the presence and capacity of the On-site Field Safety Coordinator, and making best efforts to maintain a direct line of communication to the Department Field Safety Coordinator.
- At the conclusion of each field season, all participants in each field program (faculty, staff, and students) will be provided an anonymous online survey form for reporting and feedback on field experiences and safety. Survey responses will be reviewed by the Department Field Safety Coordinator and used to assess the performance of the department's safety measures as well as to provide a concrete but anonymous venue for reporting incidents if reporters are unwilling or were unable to do so through other channels. These surveys are not intended to be a replacement for or otherwise diminish the importance of reporting incidents of misconduct as they occur.

WHAT THIS MEANS FOR FIELD RESEARCH AND THIS FIELD COURSE:

The rules of Northern Arizona University apply at all BVAR Project field stations and during all class related travel. If you experience or observe sexual or gender-based misconduct by any individual (NAU student, NAU staff, any affiliated student or staff, or any other unfamiliar individual), we encourage you to report this to an instructor or the on-site Field Safety Coordinator. In addition, or if you feel uncomfortable reporting misconduct to these people, there are additional contacts listed below. Multiple resources are listed below. You can contact as many or as few as you feel comfortable and necessary. The on-site Field Safety Coordinator may provide updated local resource contact information during the field experience. Not all resources will be available at all field locations.

DEFINITIONS (from <http://nau.edu/Equity-and-Access/Legal-Definitions/>)

- **Sexual Harassment** includes unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature.
- **Sexual Misconduct** includes rape, sexual assault, sexual battery, sexual exploitation, and other forms of non-consensual sexual activity.
- **Stalking** is repeatedly following, harassing, threatening or intimidating including by telephone, mail, electronic communication or social media
- **Dating Violence** includes emotional, verbal, and economic abuse with or without the presence of physical abuse committed by a person who is or has been in an intimate relationship with the victim.
- **Domestic Violence** includes emotional, verbal and economic abuse with or without the presence of physical abuse committed against a victim by a current or former spouse or partner.
- **Retaliation** is adverse employment, academic or other actions against anyone reporting or participating in an investigation of Title IX allegations.
- **Title IX Violation** is the collective term used for incidents involving discrimination, harassment, sexual harassment, sexual misconduct, stalking, dating violence, domestic violence, and/or retaliation.

HOW TO REPORT

In case of an emergency:

- If you are on the Northern Arizona University campus: call **911** or **NAU campus police (928-523-3611)**
- If you are in the United States, but not on the NAU campus: call **911**
- **Call local emergency services:** Belize emergency phone number is **911**

Additional notes applicable to local field site:

Written here should be notes about the normal rights, liberties, and modes of dress specific to the country in which the field site is located. Students and their field site leaders should discuss ways to ensure respect and cooperation between the local community and those attending or leading the field experience. They should also discuss possible issues that could arise and different ways to address those issues.

If this is not an emergency:

Non-emergency situations are those in which there is no immediate threat of harm to you or another person, but you would still like to report an incident or are in need of assistance or counsel because an incident has already occurred. *If you are outside of the United States, and trying to call the US, place 001 before the US phone number.*

- **NAU On-site Field Safety Coordinator**

This person is with you on-site and should already be known to you.

Name: Dr. Claire Ebert

USA phone: 928-523-3354

Local phone: _____

Email: Claire.Ebert@nau.edu

- **Call the Office of Student Life to report**

Phone: 928-523-5181

Email: Student.Life@nau.edu

- **Call the Office of Equity and Access to report**

Name: Pamela Heinonen (Title IX Coordinator)

Phone: 928-523-9342

Email: Pamela.Heinonen@nau.edu

- **Online reporting through the NAU Title IX Website**

An anonymous online reporting form that allows you to file your complaint electronically; it will go to the NAU the Office of Equity and Access. Once they receive your complaint, the office will reach out to you.

Website: https://nau-advocate.symplicity.com/public_report/index.php/pid329452?

Directions: Fill out the online form with as much information as possible and click "Submit"

ADDITIONAL RESOURCES

International Resources

- **International Domestic Violence and Abuse Agencies List:**

An international inventory of hotlines, shelters, refuges, crisis centers and women's organizations, searchable by country, plus an index of domestic violence resources in over 70 languages

Website: <http://www.hotpeachpages.net/>

- **International Crime Victim Compensation Program Directory:**

A directory to help victims of crime find victim service agencies in the United States and abroad.

Website: <http://ovc.ncjrs.gov/findvictimservices/search.asp>

- **RAINN International Sexual Assault Resources**

A list of international centers in Australia, Bolivia, Belarus, Botswana, Canada, Estonia, Finland, Indonesia, Israel, Japan, Mexico, Namibia, New Zealand, Pakistan, Philippines, Russia, South Africa, Sweden, and United Kingdom

Website: <https://rainn.org/get-help/sexual-assault-and-rape-international-resources>

Nationwide (USA) Support

- **National Domestic Violence Hotline**

Available 27/7 to talk confidentially for anyone experiencing domestic violence, seeking resources or information, or questioning unhealthy aspects of their relationship

Phone: 1-800-799-7233

Phone (TTY): 1-800-787-3224

Website: <http://www.thehotline.org/>

- **National Sexual Assault Hotline (RAINN)**

Provides confidential, one-on-one, crisis support 24/7 for anyone.

Phone: 800-656-4673

Website: <https://rainn.org/get-help/national-sexual-assault-hotline/>

Support at and around Northern Arizona University:

- **NAU Sexual Assault Resources**

This website lists NAU resources and what these resources can do for victims of sexual assault. These resources are available to all NAU students, faculty, and staff.

Website: <https://nau.edu/campus-health-services/sexual-assault-resources/>

- **NAU Counseling Center**

Available to all NAU students, faculty, and staff. They are located at the Flagstaff-Mountain West campus. Conversations with counselors are confidential unless there is threat of danger to yourself or others.

Phone: 928-523-2131

Website: <https://nau.edu/campus-health-services/nau-counseling-services/>

- **Victim Witness Services**

Victim Witness Services for Coconino County provides free 24-hour crisis intervention and advocacy services for victims in a confidential setting. Advocates can accompany a victim through a medical exam and offer counseling and information about the legal process. A satellite office is located in the Health Promotion office in the NAU Health and Learning Center.

Phone: 928-523-2225

IMPORTANT NOTES

- **Confidentiality and mandated reporters:**

Given the personal nature Title IX violations, many victims are understandably reluctant to come forward. As such, it is particularly important that they understand how to report and how that report will be handled. Reports made to the NAU Counseling Center and NAU Campus Health Services (in a clinical setting) are confidential and can be anonymous. Except in rare, extreme circumstances, nothing will be shared with anyone outside of these offices without explicit permission. Information shared with other NAU offices are kept as confidential as possible, but some information will be shared with the Title IX coordinator, who is expected to be made aware of all reported Title IX violations.

- **Protections for reporters:**

- The University strongly encourages students to report incidents violating Title IX policy (<https://nau.edu/university-policy-library/wp-content/uploads/sites/26/Student-Sexual-and-Gender-Based-Harassment-and-Sexual-Misconduct-Policy.pdf>) regardless of whether the consumption or possession of drugs or alcohol was involved. Therefore, students who act responsibly by reporting information about violations of Title IX policy to the appropriate authorities will typically not face University disciplinary action for their own possible drug or alcohol possession or consumption in connection with the reported incident.
- Title IX also protects against retaliation, defined as adverse employment, academic or other actions against anyone reporting or participating in an investigation of Title IX allegations.