



TEM TIA 11 Safety Plan

At the Allen Institute, events, workshops, and symposia are key to our mission of scientific discovery as well as our core principles of big, team, and open science. Our expectation is that these events will take place in an environment where attendees feel safe, are treated with respect and consideration, and do not experience harassment or discrimination in any way. Reference the standards below and information on the TEM TIA 11 Safety Plan.

Expected Behavior

All participants at Allen Institute sponsored events are expected to treat others in a courteous, collegial, and respectful manner at all times. Individuals who engage in unacceptable behaviors may be asked to exit the event and may be banned from future Allen Institute sponsored events.

Unacceptable Behavior

The following types of behavior will not be tolerated during any Allen Institute sponsored event:

- Engaging in biased, demeaning, discriminatory, intimidating, bullying, coercive, harassing, or hostile conduct or commentary based on actual or perceived sex, gender identity or expression, sexual orientation, race, color, ethnicity, national origin, religion, marital status, citizenship status, veteran status, age, physical appearance, ability, creed, genetic information, status with regard to public assistance, political affiliation, other personal characteristics, or any other characteristic protected by federal, state, or local law.
- Disruptive or aggressive behavior or engaging in harm or threats of harm of any kind
- Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature

- Real or implied threat of professional damage or harm
- Intentionally talking over or interrupting others
- Inappropriate comments or statements in the chat panel or Q&A panel
- Display of inappropriate or offensive images or content
- Engaging in personal attacks of any kind
- Inappropriate comments on personal appearance
- Retaliation against reporting of conduct concerns or against assisting in conflict resolutions.
- Unwelcome and uninvited attention or contact

Reporting Allegations

If an individual experiences or witnesses harassment or misconduct, they can report such behavior to the conference organizer or an event staff member (contact information provided below and at the event) and/or submit reports confidentially and anonymously via the Allen Institute's third-party reporting service "Ethics Helpline," either via phone call to (800) 461-9330 or online at [Ethics Helpline](#). All complaints will be treated seriously and promptly. Confidentiality will be maintained to the extent possible, and subject to mandatory reporting requirements.

Depending on the nature of the complaint, the Allen Institute may require an individual to leave an event pending an investigation. If an allegation of misconduct is found to be credible after investigation, the Allen Institute may be required to report to the individual's organization and any applicable funding or oversight agencies. Allen Institute may require the individual responsible for such misconduct to immediately exit the event and may ban the individual from future Allen Institute sponsored events.

Individuals who have questions, concerns or complaints related to harassment are also encouraged to contact the conference organizer or the HHS Office for Civil Rights (OCR)

Filing a Complaint

If you believe that you have been discriminated against because of your race, color, national origin, disability, age, sex, or religion in programs or activities that HHS directly operates or to which HHS provides federal financial assistance, you may file a complaint with Office of Civil Rights (OCR). You may file a complaint for yourself or for someone else (see OCR's webpage, [Filing a Civil Rights Complaint](#)).

Filing a complaint with the conference organizer is not required before filing a complaint of discrimination with HHS OCR, and seeking assistance from the conference organizer in no way prohibits filing complaints with HHS OCR.

Individuals can notify NIH about concerns of harassment, including sexual harassment, discrimination, and other forms of inappropriate conduct at NIH-supported conferences (see NIH's [Find Help webpage](#))

Communication Plan

A copy of the Safety Plan, Code of Conduct, and contact information for Allen Institute employees will be provided to attendees as a part of the pre-event emails and available at check in.

Additionally, attendees will be provided with contact information for onsite gender inclusive employees that attendees can reach out to in case they experience an incident.

Allen Institute Contacts

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