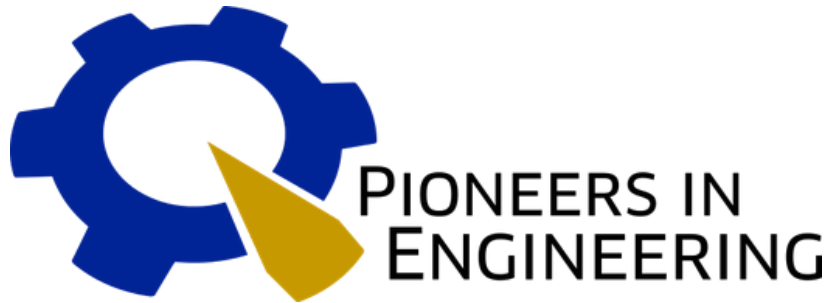


Pioneers in Engineering SVSH Prevention Policy



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The following is a sexual violence and sexual harassment (SVSH) prevention policy drafted by Pioneers in Engineering (PiE) alongside the University of California, Berkeley's PATH policy team. The purpose of this policy is to clearly outline guidelines that will be upheld by our organization in order to create a safe environment for staff members and those that we serve.

I. Mandated Values

A. Statement of Respect

- Pioneers in Engineering (PiE) is built on a foundation of respect, integrity, and trust, and we are committed to creating and fostering a work environment that promotes these values. Furthermore, sexual harassment and harassment or discrimination of any kind are not tolerated. We will do our best to make sure that we foster safe environments for our staff and students at all times.

B. PiE will ensure that its values are in line with the University of California Policy regarding sexual violence and sexual harassment. The UC SVSH Policy is as follows:

“Everyone at UC — students, faculty, staff and administrators — has the right to a safe learning and working environment. UC does not tolerate sexual violence, sexual assault, sexual harassment, dating/domestic violence or stalking. Each of us plays a critical role in ensuring the university is a safe place, and should know the rules of being part of the UC community.

1. UC is committed to fostering a community where everyone works and learns together in a place free of harassment, exploitation and intimidation.

2. UC will respond promptly to reports of sexual violence and take appropriate action to prevent it and when necessary, take disciplinary action.
 3. UC expects everyone to take university education and training courses on sexual violence prevention. Faculty, other academic appointees and staff are required to take sexual harassment prevention training.”
- C. PiE leadership will consult with PATH to Care at least every two years to review and edit, as necessary, this SVSH prevention policy.

II. Prohibited Conduct

- A. Prohibited behavior listed by the University of California:
- a. Sexual Violence
 - i. Sexual Assault
 1. Sexual assault is an act in which a person (physically) forces another person to engage in a sexual act without their consent.
 - ii. Relationship Violence
 1. Relationship violence is the physical, emotional and/or verbal abuse of one partner by the other in a domestic relationship.
 - iii. Stalking
 1. Stalking is the unwanted observation by an individual or group of another person.
 - b. Sexual Harassment
 - i. Quid Pro Quo
 1. This occurs when benefits or other opportunities are made conditional on the submission to unwanted sexual advances.
 - ii. Hostile Environment

1. This is defined as an environment that is difficult or uncomfortable for a person to work in due to the behavior of another.
- c. Other Prohibited Behaviors:
 - i. Invasions of Sexual Privacy
 1. This entails anything that would violate a person's right to have their sexual or other intimate information protected.
 - ii. Engaging in Retaliation
 1. This entails any behavior intended to punish or discourage someone from asserting their right to not be sexually harassed.
- B. Prohibited Behavior in PiE

Everyone deserves the right to exist in an environment without having to endure unwelcome advances and inappropriate discriminatory behavior.

- a. Anything that could contribute to a hostile (difficult or uncomfortable) environment is prohibited.
- b. The above covers most areas of concern, though we will more generally and explicitly ban all discrimination on the basis of: race, sex, sexual orientation, gender identity, religion, national origin, disability, age, military service or affiliation, citizenship status, etc. We will endeavor to bring attention to and discourage any behavior, intentional or unintentional, that demonstrates prejudice.
- c. Some people lack the judgment required to know what jokes or comments are appropriate (e.g., microaggressions).

III. Events

- A. Types of Events Hosted By PiE:
 - a. Recruitment Events
 - i. Infosessions

1. A promotional event that PiE hosts in the beginning of Fall semester in order to explain what PiE is to potential new members.
 - ii. Project Expos
 1. A promotional event that PiE hosts in the beginning of Fall semester in order to introduce new recruits to the projects we are divided into.
- b. Seasonal Competition Events

These events are our main events in which PiE staff, UC Berkeley mentors, and students from local high schools all come together for the Robotics Competition.

 - i. Fall Competition
 1. PiE's only large-scale event in the fall, which is a repeat of the previous spring Final Competition.
 - ii. Spring Competition Events
 1. The robotics competition hosted by PiE happens in the spring and is spread throughout five different events over the course of a few months.
- c. Social Events
 - i. Retreats
 1. A weekend-long stayover event in which PiE staff gets together to socialize with each other off-campus at a designated location.
 - ii. Mixers
 1. Random events throughout the semester that are designed to help PiE staff connect and get to know each other (i.e. study sessions, group dinners, etc.).

B. Mandated Behavior During Events

a. Recruitment Events

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- i. Maintain a professional demeanor and do not engage in any inappropriate off-topic conversations in order to prevent the creation and misuse of power dynamics.
 1. i.e. Using a situation in which a new prospective member is looking for advice to engage in flirting, favors, etc.
 - ii. No discrimination based on gender, race, sexual orientation, color, religion, disability or any other characteristic protected by law.
 1. No new prospective member should be denied membership or be treated unfairly based on what is listed, and recruitment should follow certain guidelines in order to prevent this.
 - b. Seasonal Competition Events
 - i. No misuse of power dynamics.
 - ii. No discrimination based on gender, race, sexual orientation, color, religion, disability or any other characteristic protected by law.
 - c. Social Events
 - i. Inclusivity in all events for all staff members.
 - ii. No discrimination based on gender, race, sexual orientation, color, religion, disability or any other characteristic protected by law.

IV. Usage of Common Space

A. Common Spaces

- a. PiE's all-purpose meeting room, 101 O'Brien Hall, and any other designated meeting spaces
- b. PiE's spillover meeting space, the O'Brien Breezeway

B. Guidelines for Creating a Respectful Common Space

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- a. A respectful common space is important for creating a welcoming, supportive, and inclusive environment for fostering interpersonal relationships and healthy work mindsets amongst PiE staff.
 - b. Staff must respect each other's personal boundaries.
 - c. Staff must refrain from making discriminatory, inflammatory, or otherwise insensitive comments within common spaces.
 - d. Leadership should make clear at the start of the year that the common spaces are exactly that: common spaces. No staff has the absolute right to dictate what can and cannot happen in the common space to suit their needs.

C. Guidelines for Raising Concerns

- a. Raising Concerns Amongst Members
 - i. Members can choose to non-aggressively confront another misbehaving member when the transgression takes place.
 - ii. Dialogue should involve two-way communication and serve to point out and correct problematic behavior.
- b. Raising Concerns Before Leadership
 - i. Staff can fill out an [anonymous reporting form](#) to request intervention from leadership at any time they feel necessary.
 - ii. If concern is raised to a PM, the PM will provide the anonymous reporting form to the impacted person, to ensure the organization is aware an incident that may require further action has occurred. PM's will receive guidelines from the Path to Care Center (Sections 3 and 4) on how to support the impacted person, to not personally investigate the matter, and to not force the impacted person to fill out the anonymous reporting form.
 - iii. Leadership will act on requests in a timely manner, including notifying PiE Foundation of any incidents, and work to resolve the issue, preserving anonymity if requested.

V. Guidelines for Interpersonal Relationships**A. Appropriate and Respectful Mentorship**

- a. All members should maintain a professional relationship with all mentees and always use respectful language.
- b. Mentors should not speak about inappropriate topics such as drugs (marijuana, narcotics, etc.), especially with minors.
- c. Mentees should not be put in a place where the mentee is uncomfortable or alone with a mentor (which is prohibited), and
- d. Mentors should respect mentees.
 - i. Respect should always be exhibited by both parties.

B. Healthy Relationships and Inter-organizational Dating

- a. Dating within the organization is allowed, as long as both parties are consenting adults and no explicit PDA is displayed in common spaces.
- b. No member should date an underaged mentee.
- c. Members should always and continuously seek consent when engaging in romantic relationships and any sexual acts.
- d. Members should ensure that the relationship does not interfere with any club activities, and that the club space is a safe space for all members.
- e. No public displays of affection (PDA) or overtly inappropriate behavior should take place in common spaces.
- f. Respect should always be exhibited by both parties.

C. Alumni Relationships

- a. Respect should always be exhibited by both parties.
- b. Alumni interactions with highschool students are to be professional
 - i. Consent is required whenever you are proposing something that involves you and that person (i.e. a meeting).
 - ii. Dating underaged mentees is strictly prohibited.

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- c. Alumni should always communicate appropriately with mentees and staff members
 - i. No discrimination, cyberbullying, etc.
 - ii. Always use respectful and professional language
 - d. Alumni should not put mentees or staff members in uncomfortable positions by:
 - i. Scheduling meetings without the consent of the other party.
 - ii. Taking advantage of power imbalances in any way.

VI. Remote Interaction

A. Social Media

PiE prohibits any form of harassment on social media platforms including but not limited to PiE's Instagram page and Facebook page. Some examples of prohibited behavior include:

- Using PiE social media accounts for personal purposes.
- Posting negative or defamatory comments towards fellow members.
- Posting abusive or negative comments or video content online.
- Disclosing the identities and personal details of students, mentors, or staff publicly without consent.

B. Group messages

PiE prohibits harassment in messaging platforms, whether it be in group messages or private messages between individuals. These messages can also take place on social media platforms. Messages can take place between college students, mentors, or alumni through interclub or DeCal communication (emails, Slack, group chats, text messages, etc). They can also take place between adults and students through Discord, Slack, text messages, etc. Some examples of prohibited behavior include:

- Sending sexually suggestive, abusive, or microaggressive messages.
- Soliciting pictures, suggestive messages, or other inappropriate content.

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- Sending graphic material, pictures, or other offensive content.

C. Video Chatting Platforms

PiE prohibits harassment on video chatting platforms, including but not limited to Zoom, Hangouts, or other platforms. Some examples of prohibited behavior include:

- Harassing others live during the call.
- Displaying offensive, graphic, sexual, or other inappropriate content through pictures, backgrounds, or live content.
- Sending links to offensive content through private or public chats.
- Recording or screenshotting suggestive, sexual, abusive, or discriminatory content.

VII. Raising and Addressing SVSH Incidents and Concerns

A. Reporting/Disclosing Incidents

a. Chain of Accountability

- Leadership is responsible for handling any and all concerns and taking necessary actions including reporting (if requested), discussing a solution with fellow leadership members, notifying Foundation, etc. The reporting form does not require a name or any other identifying information so that survivors may remain anonymous. Members of leadership will not disclose any personal information given in the form.

b. [Resources for Disclosing/Reporting Incidents](#)

- i. See Section IX for an additional comprehensive list of resources.

c. Guidelines for Responsible Membership

- i. All members should notify leadership immediately upon learning of a possible incident or allegation of SVSH. The individual should not attempt to investigate or determine whether an incident actually occurred.

- ii. Any member of PiE leadership who learns about a possible incident will call the PATH to Care Center's 24/7 Care Line (510-643-2005) as soon as possible. They will consult with an advocate about immediate safety concerns, how to support those involved, whether and how to connect anyone involved in the incident with a PATH to Care Center advocate and/or other resources, and next steps that PiE leadership should take.

B. Addressing Incidents/Concerns

a. Outlined Process of Resolution

i. Interim, Remedial and Supportive Measures

1. Interim:

- a. PiE leadership will put the needs of the survivor first and comply with this duty by assisting the impacted individual with contacting PATH to Care, the Center for Student Conduct, and other resources to provide potential academic, housing, and other accommodations.

2. Remedial:

- a. PiE leadership will take a survivor-first approach to reaching resolutions, ensuring that any decisions made are made with the consent of the impacted individual.
- b. For matters regarding the expulsion of an accused member, the leadership's conversation with a PATH to Care Center advocate will include exploring options about how to balance the safety and wellbeing of those who have been or could be affected by this person with the rights and needs of the accused individual. Leadership will decide, in

the context of this conversation, when and how the accused person may be allowed to participate in PiE again and/or other resources for them.

- c. A presentation outlining our SVSH policies will be scheduled to reinforce the importance of following these policies. The presentation will avoid any details of the incident to respect the privacy of involved-individuals.

3. Supportive:

- a. In order to support the impacted individual at this difficult time, PiE leadership will make all efforts to ensure that the survivor will be made aware of the resources listed in Section IX.

b. Timeline for Responding to Disclosures

When a disclosure is made, either directly or via the confidential form...

- A. PiE's leadership will not in any way conduct their own independent investigation of the incident.
- B. Within 24 hours, leadership will
 - a. meet to discuss the incident and members involved in the incident.
 - b. discuss new measures for the prevention of similar incidents.
 - c. notify the PiE Foundation to discuss the situation.
- C. Within 48 hours
 - a. If the impacted person decides not to meet with leadership, leadership will
 - i. ask how they can support the impacted person during this time.

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- ii. provide resources such as the PATH to Care Center for therapy/healing and OPHD for reporting violence, harassment, and discrimination.
 - b. If the impacted person decides they want to meet, leadership will...
 - i. ask for clarifying information on the incident while prioritizing respect for the individual's privacy.
 - ii. present a list of potential next steps which can be taken including...
 - 1. revoking the membership of the accused individual, particularly if a campus-assisted investigation yields sufficient evidence.
 - 2. contacting the PATH to Care Center for healing, accommodations, and/or assistance in reporting.
 - 3. reporting the incident to OPHD and continuing with a formal investigation if the impacted person wishes to report.
 - iii. discuss whether the impacted person wishes to take any of the aforementioned steps.
 - c. If the impacted person's identity is unknown, leadership...
 - i. will contact the PATH to Care Center, LEAD center (general harassment) and/or Restorative Justice Center for guidance on how to move forward.
 - ii. will ensure that all members are receiving new education on the appropriate topics to ensure the prevention of future, similar incidents.

D. Within one week, leadership will...

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- a. ensure that the aforementioned conversations are completed.
 - b. if requested by the impacted person, contact the PATH to Care Center, LEAD center (general harassment) and/or Restorative Justice Center for guidance on how to proceed with the incident including...
 - i. the UC policy on potentially revoking the accused individual's membership.
 - c. if requested by the impacted person, or due to multiple accusations of violence or harassment against the accused individual, meet with the accused individual to discuss disciplinary action.

C. Additional Support and Resources

- a. Include a clear list of resources members can use to seek support/report an incident/get alternative resolutions. Clearly outline both confidential and non-confidential resources.
- b. Outside the organization and its leadership, members can refer to the following organizations to seek support and report violations of the UC SVSH policy or discuss alternate resolutions (see Section IX for more information):
 - i. On-Campus
 1. OPHD (non-confidential)
 2. PATH to Care (confidential)
 3. CAPS (Tang Center) (confidential under most circumstances)
 4. [UCPD?](#) (non-confidential)
 5. [Support for Survivors](#)
 - 6.
 - ii. Off-Campus

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1. [National Sexual Assault Telephone Hotline](#) (confidential under most circumstances)

VIII. Prevention Training

A. Leadership Training

- a. Upon the selection of new leadership, the student organization will...
 - i. contact the PATH to Care Center to schedule an annual workshop on responding to disclosures. This workshop will take place shortly after the end of a recruitment period to ensure that leadership has the necessary tools to handle disclosures of SVSH.
 - ii. designate at least two members of leadership to act as risk managers. **For the 2023-2024 school year, all six members of leadership have been designated as risk managers.** The individual taking this role communicates the importance of a safe work environment to the organization and acts as a contact to whom members can reach out with disclosures and inquiries related to SVSH.
 - iii. understand that leadership sets the standard for how members of the group will respond to instances of SVSH. Therefore, leadership should be trained on how to respond to disclosures with care and concern and should be knowledgeable of resources.

B. New Member Training

- a. Once new members are recruited, the student organization's leadership will...
 - i. contact the PATH to Care to schedule a workshop on SVSH prevention. This workshop will take place shortly after the recruitment period to ensure that members come into the

organization with a solid understanding of SVSH and its prevention.

- ii. educate all members on the UC policy regarding SVSH, the organization's adaptation of the UC policy, the clearly defined expectations for appropriate conduct, and the resources available to them, including the risk managers and confidential reporting form.
- iii. require staff to sign liability waivers to join the club. In those waivers, applicants must sign in affirmation of the following statement:
 1. "PiE is dedicated to providing a safe working and learning space for all members. I affirm that I will also conduct myself in a manner that will uphold this culture."

C. Current Member Training

- a. All current members will go through the same workshop as the new members near the end of the recruitment period. This will ensure that all staff members receive the same thorough training in SVSH, prevention, and available resources.

D. Education and Training

- a. Potential Topics for Training:
 - i. Sexual Harassment and Bystander Intervention (PATH to Care)
 1. PiE's procedure for reporting incidents and disclosures will also be covered.
 - ii. Healthy Relationships (PATH to Care)
 - iii. Consent and Boundaries (PATH to Care)
 - iv. Social Identities and Microaggressions (Bears that CARE)
- b. Timeline for Training:
 - i. Current and new members alike will attend a PATH to Care Center workshop on SVSH during the fall semester.

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- ii. Leadership will receive their own separate training beforehand.

IX. SVSH Resources and Mental Health Support

A. SVSH Resources

- a. **The PATH to Care Center** is a confidential center on campus focused on preventing SVSH and stalking and supporting survivors. They offer free, affirming support to survivors of SVSH and stalking, which includes counseling, academic help, and financial help among other means of assistance. To learn more, visit the [Path to Care Center's website](#).
 - Office: 510-642-1988
 - 24/7 Urgent Care Line: 510-643-2005
- b. **The Office for the Prevention of Harassment and Discrimination (OPHD)** is a non-confidential service on campus that focuses on filing and responding to reports of sexual harassment and discrimination.
 - E-mail: ask_ophd@berkeley.edu
 - Voicemail: 510-643-7985
- c. UC Berkeley Police Department and the Berkeley Police Department (for emergencies and officially reporting SVSH)
 - Emergency: 911
 - Emergency from campus: (510) 642-3333
 - Non-emergency: (510) 642-6760
- d. Additional Confidential Campus Resources
 - [University Health Services \(UHS\)/Tang Center, Social Services](#)
 - Free individual and group counseling and consultation for students.
 - [OMBUDS Office for Students and Postdoctoral Appointees](#)
 - A confidential, neutral resource for navigating informal and formal options, with the goal of empowering students to make choices that best fit their needs.

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- [Student Advocate's Office \(SAO\)](#)
 - Provides confidential, student-to-student casework services for undergraduate and graduate student survivors; helps survivors understand available resources and options.
 - e. Confidential Off-campus Resources
 - [Family Violence Law Center \(FVLC\)](#)
 - Support and legal assistance for survivors of domestic violence and sexual assault.
 - [Bay Area Women Against Rape \(BAWAR\)](#)
 - Counseling, hospital, police, and courtroom accompaniment for sexual violence survivors of all genders.
 - B. Mental Health Support
 - a. Inter-organizational Support
 - Provide [a document](#) listing mental health resources for quick reference in easily accessible place.
 - A list of mental health resources provided by UHS can be found [here](#).
 - Introduce mental health resources to staff members during onboarding at the beginning of the semester (and whenever new members join).
 - b. Counseling and Psychological Services (CAPS)
 - i. Offers counseling for academic, career, and personal issues as well as psychiatry. Services are drop-in or by appointment, and all registered students can access services regardless of their insurance plan. Also, they have online tools to help students manage stress and depression, create a better sleep schedule, and other self-care resources.

c. Social Services

- i. Provides support to strengthen coping skills, problem solving, and accessing resources for a specific problem. Also open to all registered students regardless of their insurance.

C. General Process for Conversations Surrounding Mental Health

- If leadership notices that a certain member of member(s) of the club seem to be struggling with mental health issues, we will gently reach out to the individual(s) and provide them with the resources in this document, making sure to respect the privacy of the individual(s).