

OCEAN DRILLING PROGRAM/TEXAS A&M UNIVERSITY

SHIPBOARD SEXUAL HARASSMENT REPORTING PROCEDURES

The employment and educational environment onboard the *JOIDES Resolution* shall be free from all forms of sexual discrimination and sexual harassment. Conduct constituting sexual harassment is specifically prohibited and will result in appropriate sanctions. Sexual Harassment as contained in Texas A&M University (TAMU) System s Policy 34.01, is defined as:

Sexual harassment means unwelcome sexual advances, requests for sexual favors, or other verbal, visual or physical conduct of a sexual nature, submission to which is made a condition of a person's exercise or enjoyment of any right privilege, power, or immunity, either explicitly or implicitly.

In relation to the foregoing, sexual harassment may range from unthinking and often unintentional verbal denigration of a person on the basis of gender to actual physical assault. Some examples that may constitute sexual harassment are:

offensive sexual flirtations, advances, or pressure for sexual activity; unwanted touching, pinching, or unnecessary brushes; unwanted exposure to sexual graffiti, photographs or suggestive objects; sexual innuendoes or statements made at inappropriate times or disguised as humor, or obscene gestures; disparaging remarks about one's gender; or any offensive or abusive physical contact.

Conduct, whether on or off System property, will constitute sexual harassment when:

- (1) submission to, or toleration of, such conduct is made (either explicitly or implicitly) a term or condition of employment or participation in other System-related activities;
- (2) submission to or rejection of such conduct by an individual is used as a basis for employment decisions or academically-related decisions affecting such individual; or,
- (3) such conduct has the purpose or effect of unreasonably interfering with an individual's ability to function normally, or of creating an intimidating, hostile, or offensive environment.

TAMU Rule 34.01.99.M1, Sexual Harassment, provides information and guidance on making a complaint, requesting information, filing options and procedures, processing complaints, investigations and the appeal and follow-up process.

The sexual harassment reporting procedures outlined in this document are to assist individuals onboard the *JOIDES Resolution* in reporting sexual harassment events and identifies the parties involved in resolving the complaint. A copy of this policy and Texas A&M University (TAMU) System s Policy 34.01, Sexual Harassment and TAMU Rule 34.01.99.M1, Sexual Harassment, is available to all shipboard participants and can be obtained from the Lab Officer.

Sexual Harassment Resource Persons onboard the *JOIDES Resolution*:

The Laboratory Officer, Staff Scientist, and Operations Manager are available to serve as a resource to any individual onboard who has a sexual harassment inquiry or complaint.

Sexual harassment complaints should be filed in accordance with the procedures outlined below. The following reporting and investigative procedures are organized based on the reporting individual's affiliation to ODP/TAMU. A copy of all reports and investigations, whether onboard the vessel or as a result of shore-based activity shall be provided to the Program's Human Resources Office to be filed in accordance with the applicable policy.

Reporting Individual —ODP/TAMU Employee

If the reporting individual is an ODP/TAMU employee, the initial complaint should be reported to his/her shipboard supervisor (i.e. Laboratory Officer, Operations Manager, or Staff Scientist). If the employee doesn't feel comfortable discussing the complaint with their supervisor he/she may report the complaint to one of the other sexual harassment resource persons onboard. Depending on the affiliation of the alleged offender, the reporting procedures will vary. The chart below details the parties responsible for the resolution of the complaint.

Reporting Individual — Science Party Member

Depending on the affiliation of the alleged offender the reporting procedures vary. If the alleged offender is an ODP/TAMU employee the initial complaint should be reported to the alleged offender's supervisor. If the alleged offender is a science party member the initial complaint should be reported to the staff scientist. The chart below details the parties responsible for the resolution of the complaint.

Alleged Offender	Initial Inquiry	Investigator	Report Provided To
ODP/TAMU Employee	Operations Manager* Laboratory Officer*	Drilling Services Manager Science Services Manager	Deputy Director & TAMU
ODL Employee**	Operations Manager	Deputy Director	ODL/Transocean Sedco-Forex
Shipboard Science Party	Staff Scientist	Science Services Manager	Dean/Department Head of Parent University/Organization (i.e. USGS, etc.)
Vendor	Operations Manager# Laboratory Officer#	Drilling Services Manager Science Services Manager	Employing Firm Employing Firm

*Dependent on which department the reported employee is assigned.

**The onboard ODL Operations Superintendent and Captain should be informed of any incident/complaint involving a Transocean Sedco-Forex employee or one of their subcontractors (i.e. SOS, Catermar, etc.)

#Dependent on which department the vendor is associated.

ODL Employees and Subcontractors

If the reporting individual is an ODL employee or subcontractor the initial complaint should be reported to the Operations Manager. The Operations Manager is responsible for notifying the onboard ODL Operations Superintendent and Captain of any incident/complaint involving a Transocean Sedco-Forex employee or one of their subcontractors (i.e. SOS, Catermar, etc.).

Inquiry/Investigation

In the event an inquiry is necessary, the investigator or his/her designee shall be guided by the procedures outlined in Texas A&M University System s Policy 34.01, Sexual Harassment and TAMU Rule 34.01.99.M1, Sexual Harassment, copies which are contained in the Lab Officer notebook. Incidents occurring and made known during the course of the cruise will be brought to the designated investigator s attention immediately. He/she may designate one of the shipboard sexual harassment resources persons as the onsite investigator to collect information regarding the incident. After completion of the information collection effort the designated onsite investigator shall transmit the information gathered to the investigator for review, recommendation and action in accordance with Texas A&M University System s Policy 34.01, Sexual Harassment and TAMU Rule 34.01.99.M1, Sexual Harassment.

Both the complainant and the alleged offender shall be informed of the outcome of any proceeding. Individuals may be concerned about the confidentiality of the information they are sharing. While ODP/TAMU wishes to create an environment in which individuals feel free to discuss concerns and make complaints, ODP/TAMU is legally obligated to take action when its officials are informed that sexual harassment may be occurring.

If the individual does not disclose identifying information about themselves or parties involved, during the inquiry or complaint, no action can be taken on the matter. Complaining parties must be informed of this fact and the implications of their decision.

Once an individual discloses identifying information to an official of ODP/TAMU, that person will be considered to have filed a complaint with ODP/TAMU. An official of ODP/TAMU onboard the *JOIDES Resolution* is the Laboratory Officer, Staff Scientist or the Operations Manager.

The confidentiality of the information received will be protected as far as legally possible. The expressed wishes of the complainant regarding confidentiality will be considered in the context of ODP/TAMU s legal obligation to act upon the charge and the right of the alleged offender to be informed. To the extent possible, the proceedings will be conducted in a manner that protects the confidentiality of all parties involved.

The investigator will prepare a report, detailing all information from the initial notification through final resolution of the complaint. The Program s Human Resources Office is responsible for filing all relevant paperwork, especially the outcome of any investigation and conclusion. Additionally, the Human Resources Office can serve as a resource for information.

Questions regarding the procedures outlined in this document should be referred to the Program Human Resources Office.