



Bermuda Institute of Ocean Sciences
R/V Atlantic Explorer
Preventing Harassment & Discrimination at Sea
Civility at Sea -- Module III

1.0 BIOS Sexual, Racial, and Other Unlawful Harassment Policy

1.1 BIOS is committed to providing a work environment that is free from discrimination and unlawful harassment of any kind. Actions, words, jokes, gestures, or comments based on an individual's sex, sexual orientation, race, ethnicity, age, religion, disability, marital status, nationality, or any other legally protected characteristic will not be tolerated.

1.2 Harassment is a form of employee misconduct that is demeaning to another person and undermines the integrity of the employment relationship. It is the policy and practice of BIOS to prohibit any conduct that constitutes harassment (both overt and subtle) and to discipline any employee deemed guilty of engaging in such conduct, following an appropriate investigation.

1.3 Sexual Harassment may include unsolicited, offensive behavior such as sexual advances, requests for sexual favors and any other verbal or physical conduct of a sexual nature (such as sexually explicit language, jokes, gestures, suggestive or insulting sounds, written and/or electronic communications, etc.)

For Example:

- The affected employee must submit to the offensive conduct as an explicit or implicit condition of employment.
- The affected employee rejects advances and risks losing a job, promotion, privileges, or benefits; whereas the employee who submits gains favors and advantages.
- The affected employee's job performance is interfered with as a result of offensive behavior or the work atmosphere becomes hostile or intimidating.

1.4 Anyone deemed to be engaging in sexual or other unlawful harassment will subject to disciplinary action, up to and including termination of employment. It is the responsibility of each member of management to promote an atmosphere free of sexual or other harassment.



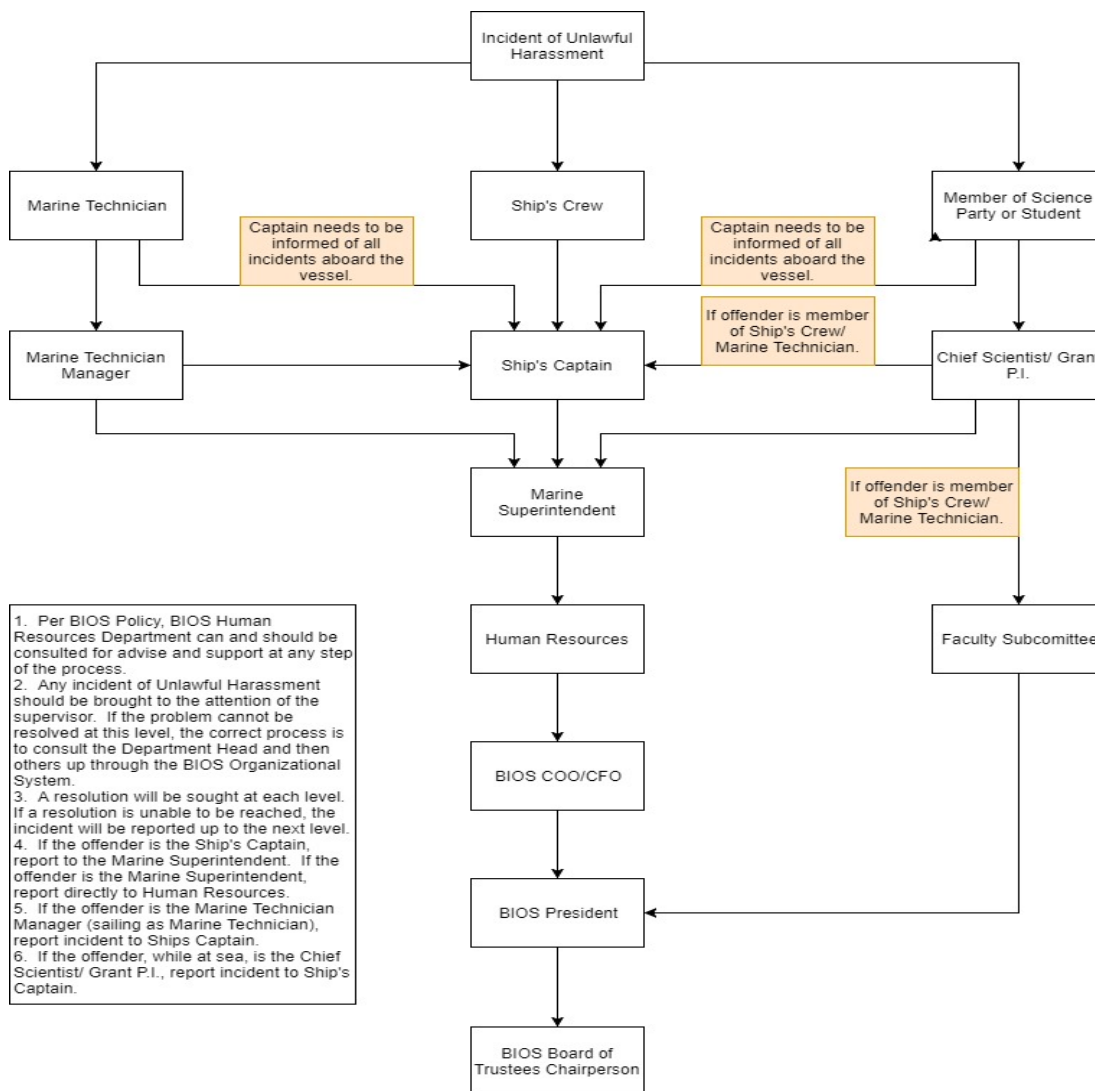
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2.0 Complaint Resolution Flow Chart

2.1 Per the above policy, the term ‘Unlawful Harassment’ will be used to include any type of harassment, discrimination, or bias in the workplace, including but not limited to harassment based on an individual’s sex, sexual orientation, race, ethnicity, age, religion, disability, marital status, nationality, or any other legally protected characteristic.

2.2 Per BIOS Policy, BIOS Human Resources Department can be consulted for advice and support at any step of the process.

2.3 Any incident of Unlawful Harassment should first be brought to the attention of the supervisor. If the problem cannot be resolved at this level, the correct process is to consult the department head and then others up through the BIOS organizational system.





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3.0 Contact Information for Notifying Parties

Marine Superintendent – Quentin Lewis
Quentin.lewis@bios.edu / 441-297-1880 ext. 208

BIOS Human Resources Manager
Martin.wyer@bios.edu / 441-297-1180 ext. 129

BIOS COO/CFO – William Welton
William.welton@bios.edu / 441-297-1880 ext. 108

BIOS President & CEO – Bill Curry
William.curry@bios.edu / 441-297-1880 ext. 244