

## **Guidelines and Recommendations**

### **Charge of the UNOLS Council's ad hoc committee:**

**Members (Clare Reimers, Bruce Appelgate, Deb Steinberg, Scott Ferguson)**

To research current policies and practices aboard UNOLS ships regarding protected personal information, medical history forms, participation at sea for pregnant women, provisions for nursing women, harassment prevention and reporting, and other issues as identified. Work to make existing policies more transparent for all. Report back to the Council with written recommendations on various methods that would help to clarify and articulate these policies.

### **Sharing Operator's Policies**

As with any cruise planning documentation, making the information easily found and readily available is very important. Please post your policies on your web sites, aboard ship, and in cruise planning manuals.

### **Personal Information-Protecting individual privacy**

The collection of personal information for sea-going members of the UNOLS community is required for several reasons including:

- Accurate Crew/Tech/Science Party lists sailing on that voyage for the Ship's Master, Port office, UNOLS manifests, customs clearance paperwork and diplomatic clearances, immigration etc.
- Medical History information in the event of a medical incident aboard ship
- Next of Kin Information.

**Types of Documents collected-** Documents which are collected include passports, medical history forms, next-of-kin and participant list forms.

**Importance of Safe Handling-** The protection of personal information to prevent identity theft is critically important. The UNOLS Operator institution which is responsible for the well-being of all individuals sailing on that ship must ensure that this information is collected, stored, and destroyed at the completion of the voyage and/or employment in a safe manner at all times. A copy of these forms should also be secured ashore in the port office in the event of a catastrophe at sea.

### **In Particular- Medical History Forms**

In the event of a medical incident, injury, or accident, the effectiveness of the treatment administered will rely on having accurate medical history information on hand in a timely manner. If the injured party becomes unconscious, the medical history form becomes even more important in deciding which course of treatment is best. This will aid both the ship's designated medical person in charge, as well as the UNOLS tele-medicine provider. The ad hoc committee recommends that medical history forms be collected, updated on a regular basis, and securely handled in a locked and secure place at all times. A chain of custody mechanism should be in place and the forms destroyed at the completion of the voyage. If electronic paper-less forms are used, security for transmitting, storage, and deletion must be included in the procedures.

## **Pregnancy Policy and Nursing Mothers**

UNOLS strives to create a workplace free of any type of discrimination, including the participation of expecting mothers at sea. However, to ensure the safety of all personnel, it is important to understand the risks of exposure to the rigors of life at sea such as adverse weather, seasickness, long work hours, along with the distance to on-shore medical facilities in the case of an emergency. This applies to all medical conditions. The ad hoc committee recommends that each UNOLS Operator have a policy regarding the participation of pregnant women who are working at sea. These policies should be readily available on the operator's web page and clearly outlined in pre-cruise planning documentation, discussed in pre-cruise planning meetings and publically available on the ship. Accommodations for nursing mothers should be taken into account on board the ship. This should include an appropriate space for privacy as well as accommodations for the storage of breast milk.

As each operator is developing their policies, the policies of the U.S. Navy, U.S. Coast Guard, and the cruise ship industry are provided below for reference.

### **US Navy:**

<http://www.public.navy.mil/bupers-npc/organization/bupers/WomensPolicy/Pages/FAQs-Women'sPolicy.aspx>

*Pregnant servicewomen may remain on board up to the 20th week of pregnancy while the ship is in port. A servicewoman discovered to be pregnant while underway/deployed should be transferred ashore as soon as possible given the constraints of the ship's location, current mission, next port call, health of the servicewoman and/or unborn children), etc. Under no circumstance shall a pregnant servicewoman remain on board past the 20th week of pregnancy.*

*A pregnant servicewoman may continue to serve aboard ships only while in port or serve during short underway periods on board a ship (e.g. local operations including, but not limited to, changes in ship's berth, ammunition anchorages, and transits to and from local shipyards) provided an evacuation capability exists and the time for medical evacuation to a treatment facility capable of evaluating and stabilizing obstetric emergencies is less than six hours; this requirement includes TAD orders. The six-hour rule is not intended to allow pregnant women to operate routinely at sea, but rather to provide the CO flexibility during short underway periods, as described above.*

### **USCG:**

[http://www.uscg.mil/diversity/docs/Resource%20Documents/Command\\_Guide\\_Pregnancy\\_policies.pdf](http://www.uscg.mil/diversity/docs/Resource%20Documents/Command_Guide_Pregnancy_policies.pdf)

*No pregnant service member shall deploy or remain aboard a ship, including small boat duty, beyond her 20th week of pregnancy.*

### **Cruise Lines:**

The industry seems standardized on the 24th week as the cutoff, although there is some variability.

<http://allthingscruise.com/cruise-research/niche-cruises/family-cruising/pregnancy-policies-by-cruise-line/>

## **Harassment Prevention**

UNOLS is committed to maintaining a workplace environment that is free from any form of harassment or behavior that is not respectful and not conducive to a positive working and living environment at sea.

The US Equal Employment Opportunity Commission defines workplace harassment as:

*Harassment is unwelcome conduct that is based on race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information. Harassment becomes unlawful where 1) enduring the offensive conduct becomes a condition of continued employment, or 2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive. Anti-discrimination laws also prohibit harassment against individuals in retaliation for filing a discrimination charge, testifying, or participating in any way in an investigation, proceeding, or lawsuit under these laws; or opposing employment practices that they reasonably believe discriminate against individuals, in violation of these laws.*

The UNOLS Research Vessel Safety Standards, 10<sup>th</sup> Edition, section 6.3.2 states:

### ***PERSONAL BEHAVIOR AND SEXUAL HARASSMENT***

*Each vessel operator is required to maintain a positive working and learning environment, and an environment free of illegal discrimination and harassment in accordance with their own institution's policies and the RVSS. Vessel operators shall consult with the appropriate persons at their institution to ensure they are in compliance regarding crew training, posting of information, and the proper procedures to follow in the event a harassment situation arises on board.*

Harassment in any form will not be tolerated on any UNOLS ships and UNOLS operators are required to include information on this during the safety/orientation briefing at the commencement of a voyage. The ad hoc committee recommends that the operator clearly post the harassment prevention policy aboard the ship. This should be included in pre-cruise planning activities. The policy must include instructions on how to prevent harassment and in the event of a harassment situation develops, what steps should be taken by any or all persons involved. The policy should provide instructions on the importance of documentation, procedures for reporting, and identify who the designated person(s) for grievances are aboard ship as well as ashore. The instructions should include the mechanism for reporting such as telephone numbers and e-mail addresses. There should be at least 2 persons aboard the ship to report to and a designated person ashore that can be contacted. This designated person should include both a male and a female contact.

### **Other situations**

There may be situations which involve an individual who is not from the ship operator's institution, or university. This might be a contractor from a commercial vendor for example. It is important to stress that these policies shall apply to all persons and everyone must be held accountable for his/her behavior. The Human Resource department and/or Title IX Office should be contacted to assist in following up on any of these cases.