



National Science Foundation Office of Polar Programs

OPP-POL_6000.02 Polar Code of Conduct

Organizational Function	Polar Programs	Policy Number	OPP-POL_6000.02
Version	2	Issue Date	May 2023
Policy Category	Management and Administration	Effective Date	Date of signing
Subject	Code of Conduct	Review On	May 2028
Office of Primary Responsibility	National Science Foundation Geosciences Directorate Office of Polar Programs	Authorized By	OPP Office Director
Address	2415 Eisenhower Avenue Alexandria, VA 22314	Responsible Official	OPP Office Director
Distribution	OPP-wide	Phone	703.292.8030
Online Publication	https://www.nsf.gov/geo/opp/policies.jsp	Fax	703.292.9081
		Web	www.nsf.gov
		Status	Policy

Document Release History

Release Number	Release Date	Description of Changes	Changes Made By
1	July 2018	Original draft copy-edited and formatted. Provided NSF document number.	Content - NSF staff Edits - ASC Technical Communications Staff
2	May 20 23	Addition of sentence to the original draft.	Content - NSF staff

Consult the USAP Master List for the most current version.

HARDCOPY NOT CONTROLLED – Verify Effective Date Before Use

Signature Approval

Approved by:

Dr. James S. Ulvestad, Acting Director

Date

Introduction

Since its establishment in 1950, the National Science Foundation (NSF) has supported research in the Arctic to better understand the region and its interactions with the rest of the planet. The 1984 Arctic Research and Policy Act designated NSF as the lead federal agency for the Interagency Arctic Research Policy Committee (IARPC) and initiated an emphasis on research in the Arctic that was furthered by the 2013 National Strategy for the Arctic Region. Fieldwork in the Arctic frequently takes place in towns and villages, in other nations, and in collaboration with other U.S. federal agencies and organizations. It is inherently risky, and it receives considerable attention from the media.

Without interruption since 1956, American scientists have been studying the Antarctic and its interactions with the rest of the planet. The United States Antarctic Program (USAP) carries forward the nation's goals of supporting the Antarctic Treaty, fostering cooperative research with other nations, and protecting the Antarctic environment. By Presidential Memorandum 6646 in 1982, NSF was affirmed as the single-point manager for funding and managing U.S. activities in Antarctica. The USAP has been highly visible and is growing ever more so, often with activities and events making the domestic U.S. and global news cycle on a regular basis.

The preeminence of NSF's Polar Programs is predicated on the dedication and hard work of researchers, support personnel, and other program participants. A high standard of professionalism from all personnel is of the utmost importance.

Purpose

The purpose of this Code of Conduct is to restate important principles and expectations for professional conduct and acceptable behavior by all personnel. While non-exhaustive, this Code is a shared statement of commitment to uphold the ethical, professional, and legal standards required to fulfill these principles and objectives.

Code of Conduct

The National Science Foundation seeks to ensure that the following objectives and guiding principles are complied with and promoted by all personnel:

- The foremost objective of your presence in Antarctica and/or the Arctic is to contribute to accomplishing the mission of the U.S. Government while fully adhering to all applicable international and national legal and policy requirements, including those of the Antarctic Treaty System and the Arctic's state, local, and tribal governments.
- All personnel will treat others with dignity and respect, will exercise the highest level of professional and ethical behavior, and will work cooperatively to resolve differences.
- It is everyone's responsibility to contribute to a safe workplace and to protect the polar environment. Each participant is highly encouraged to prevent and report misconduct to preserve a safe workplace for everyone.

Scope

This Code applies to all persons working at or visiting a USAP or an NSF-managed Arctic station, field camp, other facility, ship, or aircraft, and this includes researchers, students, contractors, official visitors, federal civilian and military personnel, and others. Further, persons who are financially supported by NSF, through grant, contract, or otherwise, are also expected to

adhere to the Code of Conduct while deployed to other field locations in the Arctic and Antarctic. Finally, the Code equally applies to all conduct occurring in foreign countries and logistics gateway cities (e.g., Punta Arenas, Chile; Christchurch, New Zealand; and Kangerlussuaq, Greenland), as personnel travel to and from their polar deployments.

This Code sets minimum expectations for personal and professional behavior. More stringent requirements imposed by third parties (e.g., employing organizations, vessel or station management) remain fully in effect.

While not exhaustive, the following acts are examples of conduct that violate the fundamental principles and objectives of this Code:

- Physical or verbal abuse of any person, including, but not limited to, harassment, stalking, bullying, or hazing of any kind, whether the behavior is carried out verbally, physically, electronically, or in written form.
- Conduct that is offensive, indecent, obscene, or disorderly.
- Possession, use, sale, manufacture, transfer, trafficking in, or being under the influence of illegal drugs, including marijuana, and abuse of legal drugs.
- Violation of applicable policies, including, but not limited to, the NSF Safety and Occupational Health Policy; the USAP Alcohol Policy, and the USAP Lodging Policy.
- Violation of the USAP Information Technology Enterprise Rules of Behavior.
- Violation of the IARPC Principles for the Conduct of Research in the Arctic.
- Solicitation of gifts. In general, Federal ethics laws prohibit the solicitation of gifts (for example, any gratuity, favor, food, or entertainment). See e.g. 5 C.F.R. 2635.202(c)(2). Personnel may not solicit gifts.
- Endorsements, expressed or implied, of products, services, or enterprises. Such endorsements are prohibited. See e.g. 5 C.F.R. § 2635.702. USAP and/or NSF facilities, property, logos, or insignias may not be used for endorsement purposes.

Violations of this Code of Conduct may be shared with current and future USAP or Arctic program support contractors, federal agency partners, or grantee institutions. Further, violations of this Code of Conduct may result in adverse consequences to the individual, including, but not limited to, removal from a USAP or Arctic station, field camp, other facility, ship, or aircraft; termination of employment (by the employer); or other administrative, civil, or criminal enforcement actions, as appropriate.

Policy Review

This policy is valid until rescinded. It will be reviewed at an interval of not more than 5 years.

Acknowledgement

I acknowledge receipt, acceptance, and full understanding of the terms and expectations of the Polar Code of Conduct. I agree to abide by the terms and expectations as outlined above and understand my failure to abide by these terms and expectations could result in adverse actions or consequences, as described above.

Print Name	USAP/Arctic ID# (if known)
Signature	Date