



Sea Education Association, Inc.

Code of Conduct For All Members of the SEA Community

Student Consent for Education Records to be released to the person or class of parties identified below.

Sea Education Association (SEA) seeks to provide all members of the SEA community with an environment conducive to learning and mutual respect; and to foster a deep commitment to providing a safe and secure environment for work, life and study. SEA students, employees, visitors, and other program participants are considered SEA community members and, while on SEA premises and vessels, while enrolled with SEA, or while representing SEA are required to conform to acceptable standards of conduct. The SEA Code of Conduct underpins our efforts to:

- Deal with others honestly and in good faith;
- Avoid conflicts of interest and commitment, both in fact and in appearance;
- Preserve confidentiality and privacy; and
- Comply with applicable laws, rules, and regulations.

Membership in the SEA community entails rights and responsibilities for each of its members. By enrolling, accepting employment, or in any other way voluntarily participating with SEA, all persons are deemed to have agreed to respect the rights of SEA and its members, to abide by the provisions of this code and the rules and regulations of SEA, and to be subject to any sanctions which may be imposed for their violation, up to and including expulsion or termination.

The Code of Conduct presupposes that there will be civility and respect for others within and without the SEA community. Because life at SEA, both on shore and aboard ship, requires standards of behavior of a higher order than those of our broader society, SEA's standards may substantially exceed the minimum expectations of civil law and custom. The general laws of society confer rights and impose obligations on all citizens. Nothing in this code is intended to infringe upon or limit the jurisdiction of courts and law enforcement authorities over the SEA community. By the same measure, nothing in this code is intended to restrict the rights of SEA to the modest limits of public law. SEA reserves and will exercise the right to insist upon the highest standards of personal conduct from all members of SEA community.

Threats to personal safety or compromises of the work or learning environment, are cause for concern and intervention. Any member of the SEA community who feels they have witnessed or been subject to a violation of this Code of Conduct should immediately report the incident, verbally or in writing. (Please refer to section titled "Reporting, Investigation and Resolution of Violations")

Unacceptable conduct

Outlined below are specific examples of unacceptable conduct that have a direct bearing on the work and learning environment and the general interests of SEA. Prohibited actions include, but are not limited to:

1. Physical abuse, verbal abuse, threats, intimidation, harassment, bullying, coercion and/or other conduct that recklessly or intentionally threatens or endangers the mental or physical health and safety of any person.
2. Sexual harassment or sexual misconduct as outlined in SEA's Sexual Harassment Policy.
3. Theft of property or services, including data and intellectual property; willful possession of stolen property.
4. Intentionally or recklessly damaging personal or SEA property.
5. Conduct that is disruptive.
6. Conduct that is lewd or indecent.
7. Violation of SEA policies on possession or use of alcohol.
8. Violation of SEA policies on possession or use of illegal drugs, controlled substances, or drug paraphernalia.
9. Tampering with fire safety equipment or intentionally activating a false fire alarm.

10. Illegal or unauthorized possession of firearms, explosives, illegal fireworks or other weapons.
11. Hazing, as defined in SEA's hazing policy.
12. Unauthorized access, use or release of confidential data, records, or communications.
13. Unprofessional conduct: Conduct is unprofessional when it detracts from the authority of superiors, or results in or reasonably creates, the appearance of favoritism, misuse of office or position, or the abandonment of organizational goals for personal interests.
14. Falsification or misuse of any document, record or instrument of identification.
15. Failure to comply with the request of or interfering with SEA or public officials acting in performance of their duties; failure to identify oneself to SEA or to a public official when requested to do so; knowingly furnishing false information to SEA or to a public official.
16. Unauthorized possession, duplication or use of keys or lock codes to any SEA premises or unauthorized entry to or use of SEA premises.
17. Intentionally interfering with the freedom of expression of others.
18. Inappropriate or unauthorized use of SEA's computing resources.
19. Violation of published SEA policies, rules or regulations.
20. Violation of any federal, state or local law that has a negative impact on SEA or members of SEA community.
21. Unauthorized use of SEA-owned or leased property for the conduct of personal business, including unauthorized use of SEA credit cards or use of SEA funds for personal expenses.
22. Any action that would place the interests of a student/visitor/participant in conflict with the interests of SEA, including accepting or offering a gift to influence any matter in which SEA has an interest.

Attempts to commit acts prohibited by this Code of Conduct may be punished to the same extent as completed violations.

For emphasis, the above items are specific examples of unacceptable conduct. The list is not intended to be comprehensive, and other actions of similarly serious nature will be deemed to be unacceptable conduct.

Reporting, Investigation and Resolution of Violations

The Academic Dean of SEA is vested with the principal responsibility for the implementation and administration of this code as it pertains to students, visitors, volunteers, and other participants. SEA Employees are managed by Senior Management members responsible for their department in coordination with the Human Resources Coordinator. It is the responsibility of all members of SEA's community to report violations or perceived violations of SEA's Code of Conduct promptly to proper authority within the organization. Aboard SEA vessels violations of this Code of Conduct must first be reported to the ship's master or his or her designee(s); this information will also be promptly reported to the Academic Dean and Director of Marine Operations at SEA. In the event that the captain is suspected of a code violation, reports will be made to the most senior staff member aboard, who will then contact the Academic Dean and the Director of Marine Operations. In the event that an SMG member is the subject of an alleged violation, reports will be made directly to the President. In the event that the President is suspected of a code violation, reports will be made to the Chair of the SEA Board of Trustees. Members of SMG will facilitate such reporting as necessary.

For the purposes of this document, the person with primary responsibility to investigate and resolve violations of the Code of Conduct is referred to as the primary investigator (PI). The PI may investigate and act on any allegation of violations under the code. He or she may refer any such matter to an ad hoc resolution committee as he or she deems appropriate.

Upon receipt of an allegation of misconduct or violation of the code, the PI will determine whether the matter is to be referred to an ad hoc committee or resolved by his or her office. The fact that a matter has been referred to an ad hoc committee does not prevent the PI from imposing an interim sanction pending resolution of the matter by the ad hoc committee.

The PI will attempt to resolve allegations of misconduct or violation of the code as follows:

1. He or she will seek to determine the facts and relevant information relating to the complaint or allegation. During the investigation, he or she may interview the community member or members against whom the allegations have been made.
2. Before making a determination or imposing any sanction, other than an interim sanction, he or she will inform the community member or members against whom allegations of misconduct have been made of the nature of the allegations.
3. If, as a result of the investigation, the PI determines that the matter should be closed without findings, he or she may do so, and will so inform the community member or members involved.
4. If, as a result of the investigation, the PI has made a preliminary determination that a community member has violated the code, he or she will notify the community member in writing of the nature of the misconduct and will give the community member an opportunity to meet with him or her. The PI will review his or her findings with the community member and give the community member an opportunity to respond. The failure of a community member to meet with the PI will not prevent the PI from acting on the matter.
5. The PI may make a formal determination of findings and impose such sanction or sanctions as he or she deems appropriate. He or she will inform the community member of their right to appeal the findings or sanctions to the President if the community member wishes to contest the findings. He or she may agree with the community member to a negotiated disposition of the matter that may include or may be in lieu of a formal disposition.

In his or her discretion, the PI may impose conditions on one or more community members pending resolution of, or in resolution of, a particular matter. Such conditions may include: not entering or being in or on particular buildings or areas of the SEA campus or vessel, avoiding contact with a specific person or persons, and such other conditions deemed appropriate. Unless issued as part of a disciplinary finding, such conditions are not disciplinary sanctions. A community member who violates the terms of such conditions may be deemed guilty of a violation of the code and is subject to disciplinary sanction for such violation. Any act authorized by this code to be performed by the PI may also be done by an authorized designee of the PI. In case of a reported violation at sea, the captain and fellow SEA faculty member(s) will be expected to act in consultation with the PI and as the PI's in situ designee.

Language in this Code of Conduct is taken from and used with the permission of Boston University, Carleton College, and Hamilton College.

Approved by SMG 5/15