



# Voyager's Handbook

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### **Contact Us**

With any questions, comments, or concerns regarding this Voyager's Handbook pre-voyage, please contact the ISE home office at 800-854-0195 or [Studentservices@isevoyages.org](mailto:Studentservices@isevoyages.org). During the voyage, speak with the on-ship Voyage Leadership Team.

## Welcome to Semester at Sea!

This Voyager's Handbook outlines important program policies, expectations, and processes. All Semester at Sea participants are required to read this handbook and will be held accountable to the content herein. "This handbook" refers to both the following "main section" as well as all voyager-specific addendums (which are separate documents). The term "participant" refers to every voyager, including all students, faculty, staff, and their traveling companions, Lifelong Learners, voyage guests, and partial or "spotlight" voyagers. The term "ship" or "vessel" refers to the MV *World Odyssey*, or any ship or tenders serving in its place.

## Supporting Document

The Institute for Shipboard Education (ISE) Participant Contract Terms and Conditions is the companion to the Voyager's Handbook. The participant contract serves as the official contract between ISE and program participants and outlines the rights and obligations of both parties (see "Program Overview" below for further information on ISE). Together, these documents cover important information critical to the success of each voyage. All participants are required to acknowledge receipt and understanding of this content in their community portal prior to sailing.

## Pre-Voyage Emails and Website Announcements

Neither the Voyager's Handbook nor the Participant Contract are voyage-specific. All voyage-specific details and requirements are communicated via email and referenced on each voyage page of the Semester at Sea website. As a result, all participants are expected to register a valid email address and regularly check this email. After the voyage begins, all communication is routed to the Semester at Sea-provided on-ship email accounts, and the same expectations apply.

## Employment Contracts and Training Manuals

All Semester at Sea faculty and staff (collectively referred to as "Staculty") are provided an employment contract and training manual that includes important policies, expectations, and processes in addition to those outlined in the Voyager's Handbook and Ticket Contract.

## Policy Changes and Modifications to Procedures

The Voyager's Handbook is updated approximately twice per year. After changes have been made, confirmed participants in the upcoming voyage will be notified and provided with the most recent version. Given the unique nature of the program, Semester at Sea reserves the right to modify, supplement, or change its policies and procedures as needed on an ongoing basis to meet the needs of program requirements or changing laws and regulations. From time to time, the procedures used to address potential violations of this Handbook and its addendums may be altered on a case-by-case basis in response to potential conflicts of interest, staffing challenges, and the unique needs of the ship environment. Any procedural alterations to address the needs of individual cases will be limited to those Semester at Sea deems reasonably necessary to promote fairness to the parties involved, ensure appropriate staffing in response to the circumstances at issue, or promote safety and harmony in the ship environment.

## Commitment to Inclusion

Semester at Sea is committed to inclusivity and aims to cultivate a culture and environment where all voyage participants can thrive. The nature of the multi-country program and the physical aspects of the vessel can pose unique challenges for ISE to be able to fully accommodate participants with some types of disabilities and requests for special accommodations (for example, the vessel has a limited number of accessible cabins on board, the technology resources are quite limited, some local partners are not able to accommodate food restrictions, etc.). Semester at Sea will work with each participant to provide reasonable and feasible accommodations. However, Semester at Sea is not able to make modifications that fundamentally alter the programs or services with which participants may engage during the voyage. Participants who may require accommodations (such as participants with disabilities, severe chronic conditions, severe allergies, etc.) must contact Semester at Sea early in the preparatory process to discuss their needs and explore what resources may be available to support those needs.

## Program Overview

Semester at Sea® is an education abroad program administered by the Institute for Shipboard Education, a 501(c)(3) non-profit organization. Colorado State University (CSU) is the program's academic partner. Together, ISE and CSU ensure the academic rigor of the curriculum, the quality of voyage faculty, the integration of academic and student affairs, and the appointment of academic leadership.

## The Mission

Journeys of discovery that spark bold solutions to global challenges.

## Voyage Community Values

The Voyage Community Values are the bedrock of every Semester at Sea voyage. Together they encapsulate the desired culture and vision of the program. By choosing to participate in Semester at Sea, each participant has a responsibility to uphold the following values:

1. **Well-Being:** We commit to the health, safety, and well-being of ourselves, all members of our voyage community, *and* members of the communities we will visit.
2. **Interconnectedness:** We understand our actions and attitudes have an impact locally and globally. We always seek to positively affect the planet and the people around us - near and far.
3. **Respect:** We honor the inherent dignity of *all people* with an abiding commitment to freedom of expression, scholarly discourse, and the advancement of knowledge. We have the right to be treated, and the responsibility to treat others, with fairness and equity.
4. **Inclusion:** We ensure inclusive environments that welcome, value, affirm, and embrace all people within the shipboard community and in each port country.
5. **Integrity:** We are honest and ethical in all of our interactions, including our academic work. We hold ourselves accountable for our actions.
6. **Excellence:** We model the highest academic standards of preparation, inquiry, and knowledge and consistently seek to understand complex issues and express informed opinions with courage and conviction.

*These values are an adaptation of the Institute for Shipboard Education's Organizational Values and the Colorado State University Principles of Community.*

## Voyage Learning Outcomes

As an academic institution, the primary objective of all Semester at Sea programming is centered around learning. Through active engagement in the Semester at Sea program, all participants will embark on journeys of discovery:

**Personal Journey** - We intentionally explore our own identities, abilities, and values, and recognize the ways they influence our actions and worldviews.

**Journey in Human Community** - We critically reflect on a diversity of cultural perspectives and experiences from around the world.

**Journey on Planet Earth** - We deepen our understanding of the Earth's environment, its resources, ecological interdependence, and our responsibility to care for the planet.

**Lifelong Journey** - We commit to lifelong learning and action to help solve global challenges.

Participants will:

- Achieve deeper self-knowledge, self-confidence, identity development, and autonomy through meaningful interactions with other voyagers in the shipboard community and with individuals, organizations, and institutions in the voyage's multiple ports of call.
- Develop analytical and critical thinking abilities, and appreciation of multiple points of view, related to different social, cultural, political, and economic systems as represented in the shipboard community and within and across the voyage's multiple ports of call.
- Enhance awareness of the interdependence of all of the Earth's living systems, the influence of human activities on the environment, and opportunities for stewardship of the environmental systems.
- Deepen the understanding of globalization, regionalism, nationalism, and ethnicity, which create the ongoing dualities of integration/separatism and conflict/collaboration, and which highlight the interdependence among people, cultures, and countries.
- Recognize opportunities for lifelong engagement with efforts to better the human condition.

## Expectations of Participants

### Responsible Voyager Guidelines

All Semester at Sea participants are expected to follow the guidelines outlined below. A *Responsible Voyager* will:

#### 1. Demonstrate Care and Respect

- a. For your ship home: Treat your ship home with respect. Only eat in designated areas; keep your shoes on at all times; conserve water and protect the

furniture.

- b. For your community: You now represent the proud heritage of Semester at Sea. Be thoughtful and compassionate to your fellow peers, other voyage community members, and the crew.
- c. For yourself: Bring your whole self, the stories that make you who you are, and what you dream of becoming. Make choices that support your health and wellness. Be kind to yourself.

## 2. Challenge yourself

- a. Be okay with being uncomfortable: To grow, learn, and see the world from a new perspective is not always easy. At times, you will be uncomfortable. At times, so will everyone else. Reach out if you need support.
- b. Try something new: Be curious; get involved; attend evening seminars and programs. Take advantage of this fantastic opportunity to stretch yourself. Meet new and different people throughout the voyage.
- c. Seek to understand: Genuinely listen to others; learn each other's stories; recognize the multiple identities and perspectives we each hold.

## 3. Take Responsibility

- a. Know the rules: Abide by the rules. The rules are there to ensure the best possible living-learning community for all members of the voyage community.
- b. Seek advice and help. Talk to Semester at Sea staff (counselors, student life professionals, etc.) and faculty. Talk to your peers. Ask questions. Seek support. The community is here for you.
- c. Hold yourself and others accountable: If you witness someone doing something outside of our voyage values, address it with them directly and constructively. Be open to others sharing concerns with you, and know we are all here to learn and grow.

## Responsible Traveler Guidelines

ISE is committed to supporting the industry-standard best practices for sustainable travel. All voyagers are expected to adhere to the following guidelines while planning and executing in-country travel. *A Responsible Traveler will:*

### 1. Honor your hosts

- a. Know before you go. Educate yourself about each destination before you arrive. Learn about local customs, traditions, and social conditions. Be aware of your own biases and expectations.
- b. Engage to understand. Invest in experiences that provide deeper engagement, build understanding, and facilitate meaningful two-way-street exchange.
- c. Reflect and process. Be a mindful storyteller – in person and on social media. Share stories about the people you met that provide context, minimize bias, and take a holistic perspective.



## 2. Protect our planet

- a. Eliminate single-use plastics; Conserve water. Avoid, whenever possible, the use of plastic straws, cups, and bottles. Bring a reusable bottle and filter to limit the use of plastic bottles. Recycle whenever possible. Don't waste water.
- b. Respect wildlife and their natural habitats. Be wary of any activity that uses animals as part of the entertainment (e.g. riding elephants, taking photos, etc.). Purchase products that are not made using endangered plants or animals.
- c. "Leave Only Footprints. Take Only Photos." Practice "Leave no Trace" principles. Pack environmentally friendly products (sunscreen, soap, shampoo, laundry detergent, etc.) Stay on designated trails and respect protected areas.

## 3. Support local economies

- a. Shop local. Buy locally-made handcrafts and products directly from the artisan when possible. Avoid chain restaurants and hotels.
- b. Pay a fair price. Respect the livelihoods of local vendors and artisans by paying a fair price and knowing the cultural norms around haggling and bargaining.
- c. Hire local. Use companies that hire local guides and tip appropriately.

## 4. Plan ahead and make informed decisions

- a. Plan ahead! Know and weigh the risks of where you choose to go and what you choose to do. Putting thought into what you will be doing in advance allows you to make responsible choices. Seek the expertise of a travel physician. Carry the Green Sheet. Have reliable communication.
- b. Share your plan. Tell someone where you're going and what you're doing. Don't go alone.
- c. Think it's too good to be true? Then it is. When choosing to book a pre-arranged activity or itinerary through a company, ask questions!

## 5. Be self-aware & respectful

- a. Observe and honor. Observe local laws and regulations. Honor sacred spaces. Dress respectfully and appropriately. Follow the ethical photography expectations.
- b. Represent with pride. Be an ambassador. Represent yourself, Semester at Sea, your home institution, and your home country with pride and humility. In your actions and exchanges, reaffirm the positive and disprove the negative stereotypes of your home country. Do not over-consume alcohol.
- c. Be mindful. Protect children from exploitation. Be thoughtful about the photos you take and the activities you participate in. Refrain from giving money to children who are begging. Do not give candy or sweets. Give gifts based on what is NEEDED and ask for permission from an adult or administrator before giving gifts.

*These guidelines were adapted from the "Tips for a Responsible Traveler" developed by the World Committee on Tourism Ethics (based on the UNWTO Global Code of Ethics for Tourism.)*

## Giving Back Responsibly

There will be opportunities throughout the voyage (both on the ship and in port) where Semester at Sea participants want to give back and “pay it forward.” This spirit of generosity is welcome and encouraged; however, Semester at Sea’s guidelines must be followed to ensure the donation is in line with best practices and achieves the desired positive intent. Please see the policy outlined on page 11.

## Program Policies

*Additional policies and procedures specific to each voyager demographic are included in a separate addendum. The policies and expectations outlined below are those applicable to all voyage participants.*

### Overview

Participants are responsible for upholding standards reasonably imposed by the program, including those listed above in the “Expectations of Participants” as well as the expressly prohibited behaviors outlined below. Participants are held accountable for behaviors that may impact the welfare, rights, and property of the shipboard community. Participants are responsible to know and obey the laws of the countries visited. By formulating standards of conduct, Semester at Sea affirms participant freedoms coupled with full responsibility for individual actions, including the consequences of such action.

### Jurisdiction

The Standards of Conduct apply to all behavior that occurs on the ship as well as any behavior in-country that adversely affects the shipboard community, poses a threat to persons or property, or may damage the program’s reputation or relationship with the greater community. The Executive Dean, or designee, decides whether the Standards of Conduct applies to off-ship conduct on a case-by-case basis.

As the same factual situation may allegedly violate both the program policy and criminal or civil law, a participant may face both disciplinary proceedings and criminal or civil litigation charges. Semester at Sea discipline proceedings may occur before, during, or after civil or criminal proceedings. These proceedings are completely separate; legal outcomes do not affect the program discipline process nor will pending criminal or civil litigation stop or delay the conduct process. Semester at Sea holds each participant accountable to the Standards of Conduct from the point of voyage confirmation (deposit or employment contract) through final disembarkation at the end of the Voyage. The disciplinary process may proceed even if the participant leaves the voyage while a disciplinary matter is pending.

### Captain’s Authority

As Semester at Sea is conducted largely in international waters and non-U.S. ports of call, the Captain maintains the ultimate authority in determining sanctions for behavioral violations. While the program’s Standards of Conduct have been developed in consultation with the Captain, the Captain’s authority shall supersede these Standards of Conduct, whenever necessary, at the sole discretion of the Captain during the course of a Voyage.

## Standards of Conduct – Prohibited Behaviors

The following list of prohibited behaviors is not exhaustive and Semester at Sea maintains the right to amend its rules and policies. This is also the list of possible charges for the conduct process:

1. Abusive Behavior
2. Damage
3. Disruptive Behavior
4. Providing False Information
5. Non-Compliance
6. Theft
7. Unauthorized Entry, Possession, Or Use
8. Violation Of Local Laws And/Or Program/Vessel Policies
9. Misuse Of Alcohol
10. Misuse Of Drugs
11. Misuse Of Tobacco
12. Harassment, Sexual Misconduct, Sexual Harassment & Discrimination
13. Stalking
14. Retaliation
15. Violation Of The “Protection Of Minors” Policy
16. Smuggling Prohibited Items And/Or Unauthorized Persons
17. Inappropriate Technology Use
18. Unauthorized Solicitation
19. Unauthorized Use Of Trademarks
20. Failure To Comply With Travel Policies & In-Country Guidelines

Note: additional prohibited behaviors and possible charges are outlined in each voyager-specific addendum to this handbook.

**The following actions and/or behaviors are expressly prohibited:**

### ABUSIVE BEHAVIOR

- Physical abuse, including but not limited to: inflicting or threatening bodily harm upon any person or animal, or acting in a manner that creates a risk of bodily harm to any person, including oneself.
- Verbal abuse, threats, coercion, or other conduct, through any method of communication, which threatens or endangers the physical or psychological health, safety, or welfare of any person.
- Any form of abusive behavior (as listed above) specific to current or former intimate partners.
- Hazing, which includes any action that endangers the mental, physical, or emotional health or safety of a participant, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or student organization, or participating in, condoning, encouraging, requiring, or allowing an opportunity for hazing. A hazing violation may occur even when the victim expressed or implied consent.
- Conduct which intentionally or recklessly threatens the health or safety of any

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person, including but not limited to: tampering with life safety equipment, arson, or attempted arson.

## DAMAGE

- Any threatened, attempted, or actual damage or destruction of vessel or Semester at Sea property or the property of others. This includes any threatened, attempted, or actual damage or destruction of property while in port, which may or may not violate local laws.

## DISRUPTIVE BEHAVIOR

- Engaging in behavior that disrupts or interferes with normal operations, including but not limited to teaching, classroom, or other educational interactions, Field Classes, Field Programs, research, administration, or disciplinary proceedings.
- Engaging in behavior that disrupts or obstructs the right of free speech or expression of any voyager within the shipboard community.
- Leading, inciting, or participating in any on-ship or in-country demonstration, riot, or activity that disrupts the normal operations of the vessel or Semester at Sea program, freedom of movement or safe passage, and/or infringes on the rights of other members of the shipboard or local community.
- Failure to disperse at the request of Semester at Sea, vessel, or local authorities.
- Behavior that is considered lewd by a reasonable person including, but not limited to, voyeurism, public urination/defecation, and public exposure of intimate body parts.
- Any attempt to impede, impair, or interfere with the orderly operations of the ship, including official Semester at Sea events or other approved assemblies, by the threat or use of force or violence is not permissible. Violations of this nature are subject to the conduct process and to the Captain's Authority.
- Any damage to or tampering with ship or personal property in the course of, or as a result of an expressive activity is prohibited. Care should be taken to ensure that ship and personal property is not damaged or destroyed. Violations of this nature are subject to the conduct process and to the Captain's Authority.

## Time, Place, Manner Regulations

- Academic freedom and freedom of expression are essential to the mission of Semester at Sea. Semester at Sea's commitment to freedom of expression does not tolerate communications or conduct that threaten, demean, denigrate, humiliate any particular person or a protected class of persons. Some communications or conduct may violate our community standards and may require formal intervention.

Semester at Sea may restrict or sanction communications or conduct that violates the law, or ship policy, is physically threatening, or discriminates against, harasses, or retaliates against others because of that person's protected status.

To these ends, Semester at Sea reserves the right to control the time, place, and manner of events and communications, whether they occur on the ship or off the ship or any associated property or programs.

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Semester at Sea does not seek to censor the expression of ideas but rather to maintain the regular program and ship operations and the safety and security of individuals.

This policy defines the ship's public forums for exercising the rights of free speech and peaceful assembly and advises Semester at Sea constituents regarding the exercise of those rights. It establishes certain standards of conduct that must be observed by individuals and groups when using Semester at Sea facilities for these purposes.

## Time

The Semester at Sea academic and programming hours are from 0800 to 2200 daily. Ship services operate in a range of scheduled hours (up to 24 hours a day) depending on the service and if the ship is at sea or in port

## Place

Expressive conduct activities may occur in any reserved and approved location and must be reserved through Student Life. Given the nature of shared space and ship safety and security on the MV World Odyssey, there is no space designated as "public" at all times.

## Manner

Expressive conduct activities may occur in any reserved and approved location.

- (1) may not cause actual physical harm to a person;
  - (2) may not impede classes, programs, or any other regular or essential operations of the ship;
  - (3) may not impede or obstruct the freedom of movement of anyone or anything about the ship, including free entry to or exit from any ship space, facility, or Semester at Sea property;
  - (4) must be carried out in compliance with Semester at Sea's amplification guidelines;
  - (5) may not promote an unlawful end, such as promoting actual violence or bodily or property harms, threats, obscenity, and false advertising, and
  - (6) may not violate any local or maritime law, or safety code, such as regulations set by the Captain and Ship Management Company.
- Ship facility closing or reservation times set by Semester at Sea Faculty and Crew must be honored and may not be altered; adherence by activity organizers and all participants to these ship facility closures and reservations is expected. Other than for approved academic purposes, overnight camping is

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not permitted anywhere on the ship outside of voyager cabins. Occupying an indoor or outdoor space or remaining in any ship facility after receiving a notice to depart due to closure or lack of reservation is prohibited.

- To ensure that the orderly and peaceful flow of ship business and activities will not be disrupted, all individuals wishing to engage in a expressive conduct activity must reserve the time and location of such event in advance with the the Student Life team, in order to avoid a time/location/space conflict with a special event or events already scheduled, which take precedence over later-received conflicting requests or spur of the moment activities. The prior scheduling of an activity, as well as health or safety issues, represent the basis for declining to schedule an activity that otherwise complies with this policy.
- Noise-Making and Amplified Sound: sustained or repeated noise made in a manner that substantially interferes with another speaker's ability to communicate their message is not permitted. Noise levels should not interfere with classes, meetings, or activities in progress or the privacy of cabin settings. Requests to use amplified sound and/or noise-making devices must be submitted at least 2 sea days prior to the requested date of use per ship policy. Submission of a request does not infer that a request will be approved. Requests may be denied for one or more of the following reasons:
  - Failure to comply with applicable time, place, and manner restrictions
  - Conflicts with other activities already approved to use amplified sound and/or noise-making devices
  - Conflict with academic or administrative functions or events
  - Ship safety
  - Past violations of amplified sound and/or noise-making device guidelines by the requesting affiliated groups or individuals

## PROVIDING FALSE INFORMATION

- A. Knowingly furnishing false information to any Semester at Sea official, vessel official, or local authorities.
- B. Intentionally initiating or causing to be initiated any false report, any warning or threat of fire, explosion, or any other emergency.
- C. Use or possession of false identification.

## NON-COMPLIANCE

- Failure to comply with the verbal or written directions of any Semester at Sea or vessel officials or local authorities acting in the performance of their duties and in the scope of their employment.
- Resisting or obstructing program or vessel officials or law enforcement officers while acting in the performance of their duties, including failure to identify oneself to these persons when requested to do so.
- Violating the terms of any interim measure, no-contact directive, or exclusionary order imposed by Semester at Sea.
- Failure to return to the vessel by the designated "on-ship time;" failure to return one's passport to vessel reception by "on-ship time."

## THEFT

- Theft, attempted theft, or other unauthorized possession of Semester at Sea or vessel property or the property of others.

## UNAUTHORIZED ENTRY, POSSESSION, OR USE

- Unauthorized use, entry, or occupation of another person's property or of program or vessel property or facilities, including, but not limited to: entry into any restricted or crew area on the vessel and use of vessel life safety equipment at any time other than drills or emergency situations.
- Any unauthorized possession, duplication, or use of vessel keys or access devices.
- Unauthorized removal or misuse of any Semester at Sea or vessel document, record, data, nonpublic information, identification, educational material, or property (including forgery or alteration).

## VIOLATION OF LOCAL LAWS AND/OR PROGRAM/VESSEL POLICIES

- Evidence of a violation of any local law or ordinance, vessel policy, or Semester at Sea policy.

### Ship Policies

- Students are not permitted in non-student cabins (*an exception is made for family members/caregivers and Student Life staff for job-related purposes.*)
- Do not remove food from the restaurants.
- Shoes must be worn at all times outside of the cabin. Closed-toed shoes are strongly recommended.
- Respect quiet hours: 2300 - 0700.
- Clothing must be worn over bathing suits while inside.
- Furnishings, furniture, and linens cannot be removed from the cabin.
- No running anywhere on the ship except for on the sports court and gym treadmills.
- Take care of the furniture. Specifically - no feet on chairs. Do not put deck chair pads on the ground. At the pool, use a towel to cover the deck chair pad.
- Do not flush anything foreign down the toilets (including but not limited to: napkins, paper towels, tissues, feminine hygiene products, contraceptives, etc.)
- Lock and shut cabin doors. Carry ship ID and cabin key at all times. Cabin doors cannot be left ajar/propped open at any time due to fire safety regulations. Cabins must be manually locked (they do not lock automatically).
- Be attentive, respectful, and properly dressed for all Lifeboat Drills
  - Proper attire includes: Closed-toed shoes, hat, long sleeves, long pants, life jacket (carry any medically-necessary medications).

### Posting

This policy governs what may be distributed or posted, where items may be distributed or posted, and who is responsible for the items. Materials that fail to comply with this policy may be removed, and the expense associated with removal will be charged to the responsible organization or individuals responsible for the posting.

- Postings containing obscene language and/or promoting conduct prohibited by the Voyagers Handbook will not be allowed.

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- The only places where postings can be made are designated bulletin boards (with approval), office and cabin doors.
- Cabin Doors:
  - Voyagers may affix limited material to the outside of their cabin doors.
  - The exterior of cabin doors are not considered the private space of the voyager and anything posted there must adhere to Semester at Sea ship policies.
  - Additionally, all postings must follow the following:
    - Avoid posting material that is so unwelcome as to unreasonably interfere with someone's education, work, based on a reasonable person similarly situated to the harmed part. .
    - Don't post material that demeans, humiliates, and discriminates against or otherwise exploits an individual or a group of individuals.
    - Materials may only be posted with a magnet and cannot damage the surface of the cabin door.
    - Avoid single-use, non-recyclable materials.
    - You may not cover more than 25% of your cabin door due to fire safety regulations.
    - All residents of the cabin must approve of any posting on the cabin door.
- Please refer to policy definitions for more descriptions of the terms used in this section.
- Semester at Sea reserves the right to ask participants to remove any decorations from walls, doors, windows, floors, etc. Failure to comply with such a request will be considered a violation.

## Donations, Fundraisers, and Gift-Giving Policy

- Organizing any sort of fundraiser, drive, or donation-collecting activity outside of the official Semester at Sea-organized activities must be approved by the Executive Dean in advance (and vetted through ISE home staff as required).
- Specific policies regarding *auctions*:
  - All auction items donated by all students, Staculty or LLLs must be approved by the Executive Dean and vetted by the ISE Assistant Vice President of Student Affairs, or Vice President of Operations & Risk Management *before* being auctioned.
  - An *Acknowledgement of Risk and Release of Liability* form must be signed and submitted to the Assistant Executive Dean before any off-ship activities or experiences will be approved or before any money will be collected.
  - Alcohol may not be served during any shipboard auctions.
  - Auction items offered for donation may not include:
    - any on ship 'in-cabin' experiences or activities
    - any experiences or activities that are Staculty-led, or guided or have Staculty present during or post-voyage any visits to, or overnight stays, in residences or properties where Staculty are present when students are staying at that property or residence during or post voyage
    - Leaving unwanted items behind on the ship or "donating" unwanted items to in-country partners at the end of the voyage is prohibited.
  - Donations can be given to tour operators or in-country partners if a specific



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need has been identified ahead of time, and in small quantities that can be taken off the ship by voyagers in a specific Field Program or Field Class.

- Textbooks may be donated at the end of a voyage through organized SAS initiatives.
- Irresponsible giving of donations/gifts in port is prohibited. Remember, Semester at Sea visits many of the local communities twice a year and needs to manage for long-term perception and impact. Avoid giving hand-outs, be mindful of the trash donations leave behind, and consider sharing items that enhance cross-cultural exchange and therefore can leave a longer and deeper impact (such as: simple games, mementos from home town/state/country, art supplies, etc.) Remember, well intentioned gifts can sometimes cause more harm than good.

## **Criminal Activity**

- Semester at Sea does not tolerate crime onboard the vessel. Criminal allegations are reported to law enforcement officials in the next port of call, as well as the country where the vessel is flagged. In compliance with the United States Cruise vessel Security Act of 2010, the following outlines specific information to help participants prevent and/or respond to criminal activity. While on the ship, in the case of medical emergencies, requests for medical assistance, a missing person, injuries, unsafe, or illegal behavior: participants are instructed to contact the Reception Desk on Deck five (staffed 24/7), either by phone or in person. The ship's crew are responsible for responding to and investigating alleged crimes and missing persons. All participants should report unsafe or illegal behavior to a member of the ship's crew or Semester at Sea Voyage Leadership Team in a timely manner.

### **The following is also required by the Cruise vessel Security act of 2010:**

- On international voyages that embark or disembark in the United States, or on those voyages where an incident takes place on high seas or in foreign waters, if the assailant of the victim is a United States national, Semester at Sea is required to report as soon as possible (to the Federal Bureau of Investigation by telephone, the Department of Homeland Security by electronic transmission, and the Coast Guard in writing) onboard serious felonies, including homicide, suspicious death, kidnapping, missing U.S. nationals, assault with serious body injury, sexual assault as defined by federal laws, arson or tampering with the vessel, or theft of money or property in excess of \$10,000. The Federal Bureau of Investigation can assert criminal jurisdiction in all of these circumstances. Each of the nations visited, as well as the vessel's nation of registry, may also assert jurisdiction and/or impose additional reporting requirements.
- If a participant or other person onboard the vessel is reported as missing, the Captain will order an investigation to determine the validity of the report. Such investigation may include, but is not limited to: contacting the missing person's parents/guardians, shipmates, and faculty/staff; contacting local authorities in the port-of-call; checking the person's social media sites; and any other investigative measures deemed appropriate by shipboard authorities. In advance of the voyage, participants are required to designate an emergency contact person to be contacted in the event that the participant is reported missing. That person will be contacted within 24 hours after the determination is made that the participant is missing.
- For either missing persons or serious felonies arising at any time during a voyage, a

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participant may independently contact the Federal Bureau of Investigation, the Coast Guard, or other local law enforcement authorities. Other non-governmental resource information is listed below as well. NonUnited States citizens may contact their embassy.

- *Federal Bureau of Investigation: 1-800-CALLFBI (225-5324)*
- *U.S. Coast Guard: 1-202-372-4411*
- *U.S. State Department: 1-202-501-4444*
- *National Sexual Assault Hotline: 1-800-656-HOPE (4673)*

## MISUSE OF ALCOHOL

- Use, possession, manufacturing, or distribution of alcohol as prohibited by local law or Semester at Sea policy.
- Semester at Sea Policy: Excessive consumption resulting in intoxication and/or irresponsible alcohol use is prohibited.

### Alcohol consumption on the vessel

- Alcoholic beverages may not be used by, possessed by, or distributed to any person under 18 years of age.
- Because Semester at Sea is conducted largely in international waters and non-U.S. ports of call, the Captain maintains the ultimate authority in determining the specific conditions under which alcohol is consumed and possessed onboard the vessel. The Captain's authority shall supersede this policy, whenever necessary, at the sole discretion of the Captain during the course of a voyage.
- See subsections for on-ship alcohol policies specific to each type of voyager.

### Alcohol consumption in port

- All participants who choose to consume alcohol are expected to consume it responsibly and abide by all local laws while in port.
- On Semester at Sea-organized Field Classes and Field Programs, the following alcohol policy applies to ALL participants:
  - Alcohol may not be consumed during the designated "active program times" nor on any form of transportation (e.g. airlines, trains, ferries, buses, etc. – including Semester at Sea organized port shuttles).
- Day Programs: On single-day programs (including Field Classes), there is a zero alcohol tolerance policy. The entire duration of the program/class is considered active program time. (An exception may be preapproved if alcohol is included as a learning component of a faculty-planned Field Class, such as a visit to a winery or a sake distillery).
- Overnight Programs: On overnight Field Programs, the Semester at Sea Trip Liaison will determine the active program end time according to each unique itinerary. During the active program time, and on all forms of transportation, there is no alcohol consumption. Once the active program time is determined to be complete for the day, voyagers of local legal drinking age may choose to consume alcohol responsibly. Intoxication and irresponsible use of alcohol during inactive program times (such as overconsuming drinks in an airport, at a shopping stop or at the port, or excessive drinking at night, etc.) is never acceptable. Additionally, alcohol consumption during inactive program times that results in disruptive behavior during active program times (such as being late to agreed-upon meeting times, rude or disrespectful behavior, etc.) is also unacceptable.

## Procedures for responding to intoxicated participants

- Intoxication is identified by generally reliable signs. These signs may include, but are not limited to, difficulty standing/walking, the strong odor of alcohol on an individual's breath, slurred speech, glassy eyes, or exaggerated emotions and behaviors. Behaviors that are consistent with intoxication will be documented and reported. If this behavior is observed while on the ship or in the port area or gangway, the participant is subject to a field sobriety test and/or a breathalyzer test by a trained member of the crew or Semester at Sea staff. Based on the participant's level of intoxication, the participant may be assigned an on-ship safety hold. The duration of the safety hold is determined by the crew medical staff. During a safety hold, participants are not permitted to leave the vessel for any reason (including participation in Field Classes or Field Programs or any pre-arranged in-country travel) unless medically relevant as determined by medical staff.
- Participants not in need of immediate medical attention are monitored by non-medical personnel in a predesignated location until vessel medical staff determines that the participant is safe to return to their cabin. A fee may be applied for any medical services, supplies, cleaning, or damage incurred. Participant's phones and defences may be confiscated while under medical observation.

## MISUSE OF DRUGS

- Per International Maritime Law, regardless of state, local or federal law in a voyager's home country, use or possession of illegal drugs is prohibited. This includes but is not limited to: marijuana\*, methamphetamine, cocaine, opiates, LSD, mushrooms, heroin, designer drugs such as Ecstasy and GHB, or other controlled substances or any substance used for an intoxicating effect. \*This includes the use, possession, or purchase of all products containing Cannabidiol (CBD).
- Use or possession of prescription drugs other than by the person prescribed or for use other than the prescribed purpose and/or dosage.
- Manufacturing or distribution of illegal or prescription drugs.
- Use of drugs resulting in a state that endangers oneself or others.
- Possession of prohibited items: any illegal drugs and/or drug paraphernalia, to include but not limited to: pipes, water pipes, hookahs, souvenirs, or replicas.

## Note on Prescription Drugs

- Prescription drugs must be prescribed for the participant in possession of the medication (or for a dependent thereof), and the prescription must be for current use and prescribed within the past 12 months. Prescription drugs are limited to a supply not to exceed the term of travel. Prescription drugs and diagnosis must be included by the participant's home provider on the medical history form submitted before voyage departure. Prescription drugs may not be obtained in any country visited unless the medication is needed in an emergency, in which case the participant must notify the medical team immediately upon boarding the ship. Prescription drugs must be kept in their original containers and must be taken in accordance with dosage recommendations and usage cautions. A participant taking prescription drugs is personally responsible for ensuring that taking such drugs does not pose a safety risk to oneself or to others. Semester at Sea reserves the right to consult with medical advisors to determine if a drug or medication, whether prescribed or not, produces hazardous or non-safe effects, and may restrict

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the use of any such drug or medication accordingly during the Participant's tenure in Semester at Sea.

- Voyagers may keep only a one-month supply of controlled prescription medications in their cabin at any given time. The remaining medication must be surrendered to the medical clinic for safe-keeping.

## Prohibited Drug Use, Screening, and Searches

- Participants are prohibited from participating in any program, in port or at sea, while impaired by a drug, controlled substance, or with an illegal/ abused drug present in one's system. The program reserves the right to require a participant to submit to a urine drug screening if authorized officials believe that a participant is using or under the influence of prohibited drugs or controlled substances. Exhibiting abnormal behavior or telltale markings as observed by authorized officials, others, or through information made available to officials that—upon review and investigation—is considered a reasonable basis to require a drug screen test.
- In the event that a participant is found in possession of suspected prohibited drugs, or controlled substances, or when any of these drugs or controlled substances are found in any area controlled or used by the participant, the participant is subject to a urine drug screen and cabin search.
- The program reserves the right to have authorized officials conduct searches of participants and their personal property for the purpose of determining if any such participant is in violation of this policy.
- The program reserves the right to identify a randomly selected group for periodic cabin search and drug screening by authorized officials for the purpose of determining if any such participant is in violation of this policy. These searches may occur at any time at a frequency decided by the Captain.
- Drug screen tests and cabin searches will be performed with concern for the personal privacy of each participant under the direction of the Captain. Cabin searches will be conducted by vessel security officers accompanied by a program staff witness, with or without the presence of the participant. Confiscated items will be logged and photographed, with written notification left in the participant's cabin that a search occurred. Drug screen tests will be conducted by vessel medical staff accompanied by a program staff witness in the privacy of the vessel's medical clinic. A participant will be considered in violation of this policy for any of following:
  - fails to submit a urine specimen after a thirty-minute period
  - alters, tampers with, or substitutes a urine specimen
  - provides misleading or false information
- Any participant who, as a result of urine drug testing, is found to have detectable levels or identifiable trace quantities of a prohibited drug or substance in their system, regardless of when or where the drug or substance entered the participant's system, without satisfactory explanation to authorized officials, may be considered in violation of the standards of conduct.

## MISUSE OF TOBACCO

- Smoking (including the use of vapor, or e-cigarettes) is only allowed in the designated smoking area located on deck seven. Smoking anywhere else on the ship is prohibited. During periods of fuel bunkering, or similar activities, smoking is not allowed even in the designated area (announcements will be made).
- Chewing tobacco is prohibited.
- Standing, sitting, socializing, etc. in the designated smoking area is not allowed.

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Only those actively smoking may be in the smoking area. Deck furniture may not be moved into the designated smoking area.

## **HARASSMENT, SEXUAL MISCONDUCT, SEXUAL HARASSMENT & DISCRIMINATION**

- Harassment, in any form, through any means of communication on the basis of any protected status, such as sex, gender identity or expression, veteran status, genetic information, race, creed, color, national origin or ancestry, sexual orientation, age, religion, pregnancy, or disability is expressly prohibited.

### **Harassment Defined**

Harassment can take many forms. It can take place in person or by any form of communication and can include slurs, comments, rumors, jokes, insults, innuendoes, unwelcome compliments or touching, cartoons, pranks, bullying, and other verbal or physical conduct. Harassment also includes “stalking” as defined below. Generally, physical, verbal, and written conduct is considered harassment when it meets one or more of the following criteria:

- Submission to the undesirable conduct or communication is made, either explicitly or implicitly, a term or condition of one’s employment or voyager status;
- Submission to or rejection of the conduct or communication by an individual is used as a factor in decisions affecting the individual’s employment or education;
- The conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual’s employment or education, or creates an intimidating, hostile, or offensive employment, academic, or living environment;
- The conduct or communication would not have occurred but for the protected category of the individual or group to whom it is directed and who are affected by it.

### **Sexual Misconduct**

Any actual or attempted non-consensual behavior of a sexual nature is expressly prohibited including but not limited to:

- Intentional and unwelcome touching, kissing or coercing, forcing, or attempting to coerce or force another to touch a person’s intimate parts.
- Sexual intercourse without consent, such as penetration, no matter how slight, of the vagina or anus with any body part or object, or oral sex, without the consent of the victim.
- Taking, sharing, or posting of videos or photographs/images of a sexual nature without consent.
- Deliberate observation of others for sexual purposes without their consent. Exposing one’s genitals in non-consensual circumstances.
- Viewing, placing, or posting pornography in public venues; possessing, distributing, or viewing illegal pornography.
- Sexual harassment that creates an intimidating, offensive, or hostile environment for another.
- Any act of sexual misconduct in violation of local or maritime laws or Semester at Sea policy.

### **Sexual Harassment Defined**

Sexual harassment is objectionable verbal and/or physical conduct that is sexual in nature

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or gender-based. Unwelcome sexual advances, requests for sexual favors, sexually-motivated physical, verbal, or written conduct may be sexual harassment. Other behavior that is not sexual in nature but is motivated by a person's gender may also be sexual harassment. Generally, conduct is considered sexual harassment when:

Submission to the undesirable conduct or communication is made, either explicitly or implicitly, a term or condition of one's employment or voyager status;

Submission to or rejection of the conduct or communication by an individual is used as a factor in decisions affecting the individual's employment or education;

The conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creates an intimidating, hostile, or offensive employment, academic, or living environment;

**Examples of behaviors which may be considered sexual harassment include but are not limited to:**

- Demeaning sexist statements, offensive jokes or stories, or crude sexual remarks, (remarks of a sexual nature about a person's clothing or body or remarks about sexual activity or experiences);
- Display or circulation of written materials or pictures degrading to individuals or gender groups;
- Inappropriate, unnecessary, or unwelcome physical contact, such as touching, patting, pinching, hugging, kissing, or brushing against an individual's body;
- Undue and unwanted attention, such as repeated flirting, compliments about clothing or physical attributes, initiating or making sexually oriented gestures;
- Pressuring an individual to become involved in sexual activity;
- Making an individual's work or job more difficult because of that person's sex or sexual orientation;
- Using a position of power and authority to:
  - Threaten or punish, either directly or by implication, for refusing to tolerate harassment, submit to sexual activity, or for reporting harassment;
  - Promise rewards for sexual favors;
  - Physically assault an individual, such as rape, sexual battery, sexual molestation, or attempts to commit such assaults. Such actions may also constitute a criminal and conduct code violation;
 Engage in demeaning verbal and other expressive behavior of a sexual or gendered nature in instructional settings.

To be considered sexual harassment, the conduct must meet one or more of the criteria outlined in "Harassment Defined."

## Discrimination Defined

Discrimination is conduct that is based upon an individual's race, age, creed, color, religion, national origin, ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity or expression, or pregnancy, and that (a) excludes an individual from participation in, (b) denies the individual the benefits of, (c) treats the individual differently from others in, or (d) otherwise adversely affects a term or condition of an

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individual's employment, education, living environment, program or activity. This includes failing to provide reasonable accommodation, consistent with state and federal law, to persons with disabilities. Harassment based on discriminatory factors as outlined above is prohibited and will not be tolerated. Semester at Sea seeks to provide equal educational opportunities for all Participants consistent with our mission and core values. To do so, Semester at Sea must maintain an environment free from discrimination, bullying, intimidation, and humiliation as expressed by communication, threats, acts of violence, hatred, abuse of authority, or ill-will that demean an individual. Discrimination interferes with or limits an individual's or group's ability to participate in or benefit from Semester at Sea programs, services, activities, or amenities. Discrimination dishonors Semester at Sea and its participants and diminishes the stature of the academic community. Semester at Sea unequivocally condemns racist behavior in any form.

The following are examples of behaviors, which, if based on discriminatory factors, may constitute discrimination:

- Making demeaning remarks to an individual or group or in the presence of an individual or group. This includes name calling, slurs, epithets, jokes, and put downs if the intention or result is to demean a person or group, treat individuals or groups differently
- Displaying, circulating, or placing visual or written material demeaning a person in living or working areas, when the intention or result is to make the education, working, or living environment hostile or demeaning;
- Damaging, defacing, or destroying Semester at Sea property or the property of any participants
- Using "fighting words" and/or expressing in words, pictures, gestures or symbols commonly understood to convey hatred or contempt, with the intent to inflict emotional distress;
- Engaging in intentional acts that obstruct or attempt to obstruct or seriously impair program activities on the shipboard campus or in other locations where Semester at Sea-sponsored activities occur;
- Physically threatening or assaulting, intentionally engaging in physically violent acts, malicious injury to person which intentionally or recklessly imperils the safety of others, and/or engaging in malicious harassment in violation of law;
- Engaging in demeaning verbal and other expressive behavior of a discriminatory nature in instructional settings.

Semester at Sea will make every effort to address discriminatory incidents even if the perpetrator has not been identified.

## Unacceptable Relationships

Romantic or sexual relationships between students and faculty/staff (or their traveling companions), or between supervisors and their subordinates, are prohibited. The existence of such relationships will be investigated and resolved consistent with this Harassment, Sexual Misconduct, Sexual Harassment & Discrimination policy.

- Semester at Sea reserves the right to transfer either the supervisor or the subordinate to a position outside of the line of direct reporting/supervision where the investigation determines a romantic or sexual relationship exists. If such transfer is not possible, Semester at Sea reserves the right to take additional actions

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- up to and including termination of employment and/or dismissal from the voyage.
- Violations may result in disciplinary action up to and including termination of employment, dismissal from the voyage, or other consequences appropriate as determined by the Executive Dean or designee.

## Fraternization Policy

All participants are prohibited from fraternizing with the crew. This includes (but is not limited to): socializing on the ship or in port, having a crew member in your cabin for anything beyond the scope of their duties, making special requests from crew members, and giving gifts to crew members.

All participants are also prohibited from fraternizing with Semester at Sea tour operator partner staff and subcontracted guides, drivers, etc. (hereby known as a 'local partner'). This includes (but is not limited to): having physical contact with a local partner, socializing outside of the confines of the structured Field Program or Class, exchanging personal contact information, sending messages, visiting a local partner's personal residence or hotel room or having a local partner in your hotel room for anything beyond the scope of health emergency, making special requests from a local partner, and consuming alcohol with a local partner.

## Confidentiality

Due to the sensitivity of harassment issues, each case will be investigated in a manner which is as confidential as practical, sharing information on a need-to-know basis only. Investigations will be designed to protect the privacy of, and minimize suspicion toward, all parties concerned. Semester at Sea has an obligation to address harassment; however, Semester at Sea cannot guarantee complete confidentiality where it would conflict with the ISE's obligation to investigate meaningfully or, where warranted, take corrective action.

## False Reports

Submission of a good faith complaint, concern, or report of harassment will not affect the complainant's or reporter's employment, grades, academic standing, or work assignments. However, an individual found to have made a false complaint or report, or to have knowingly and willingly given false information during an investigation, will be subject to disciplinary action.

## STALKING

- Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others, or suffer substantial emotional distress. Course of conduct means two or more acts, including but not limited to: acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

## RETALIATION

- Retaliation will not be tolerated. Retaliation includes any form of abuse, threat, intimidation, bullying, coercion, harassment, or attempt to influence or interfere with another individual or group who submits a report, cooperates with any investigation, or acts as a witness in relation to an alleged violation of the Standards



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of Conduct or any program or vessel policy.

## VIOLATION OF THE “PROTECTION OF MINORS” POLICY

- Inappropriate or prohibited interaction with minors as defined by the below minor's policy
- Safety and responsibility remain the foremost considerations whenever minors are involved, and Semester at Sea expects its participants to adhere to this policy (as well as to common sense and generally accepted standards of behavior) when interacting with minors, at all times.

Criminal Background Checks: Semester at Sea employees, their adult traveling companions, and Lifelong Learners' participation is contingent upon the satisfactory outcome of a background check. All students are required to submit a disciplinary clearance form from their home institution.

### Code of Conduct for Interacting with Minors

*The list of behaviors which follows is not exhaustive. The following actions and or behaviors are expressly prohibited:*

- Minors may not be in student voyagers' cabins without express written permission of a parent or caregiver.
- Do not make sexual comments, tell sexual jokes, or share or view sexually explicit material with or within the vicinity of minors.
- Do not engage in sexual actions, conduct or relationships with minors.
- Do not touch minors in a manner that a reasonable person could interpret as inappropriate.
- Do not shower, bathe, or undress with or in the presence of a Minor unless you have legal responsibility for that Minor.
- While supervising a Minor, it is forbidden to be impaired by any drug or substance, even if legally possessed and used.
- Avoid communicating with minors through email, text messages, social networking websites, or other forms of social media unless there is an educational or programmatic purpose and the content of the communications is consistent with the mission of the Semester at Sea program.
- Do not tell a Minor “this is just between the two of us” or use similar language that encourages minors to keep secrets from their parent.
- If any action or failure to act with respect to a Minor seems like it may be inappropriate, do not do it; seek advice from the responsible higher authority.

See full “Protection of Minors Policy” in the Appendix.

## SMUGGLING PROHIBITED ITEMS AND/ OR UNAUTHORIZED PERSONS

- Smuggling or attempting to smuggle unauthorized persons or prohibited items aboard the vessel is expressly prohibited.

### Prohibited Items

- In accordance with the U.S. Transportation Security Administration (TSA) and International Ship and Port Facility Security Code, the following items are prohibited aboard the vessel:

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- Alcohol, to include empty bottles/cans, souvenirs (with the exception of empty shot glasses) or gifts, except as expressly permitted by this handbook; Alcohol breathalyzers of any kind;
- Illegal drugs & drug paraphernalia, to include but not limited to: pipes, water pipes, hookahs, souvenirs or replicas; any products containing cannabidiol (CBD) or narcotics of any kind (except prescribed medicines through a registered medical practitioner and cleared through the SAS medical team);
- Chewing tobacco;
- Drug testing kits of any kind;
- Firearms and ammunition, to include but not limited to: guns of any kind (i.e. air, bb, pellet, flare, paintball, starter, blow, and replicas);
- Sharp items and weapons, to include but not limited to: ice pick/axe, box cutter, knives (including Swiss Army Knives), saber, swords, or replicas;
- Martial arts and self-defense items, to include but not limited to: billy clubs, black jacks, brass knuckles, expandable/telescopic batons, night sticks, nunchakus, throwing stars, stun guns, and shocking devices;
- Select tools, to include but not limited to: hammer, crow bar, axe, saw, and hatchet;
- Disabling chemicals, to include but not limited to: pepper spray, mace, and tear gas;
- Handcuffs;
- Ropes of any kind;
- Dangerous materials, to include but not limited to: fire extinguishers, bleach, paint, paint thinner, fireworks, flares of any form, and fuel of any kind;
- Drones are permitted to be brought onboard the ship, however are not permitted to be used on or near the ship at anytime. Voyagers are responsible to know local regulations surrounding drones in each port as many ports/ countries prohibit the use of drones;
- Kites of any kind
- Open flames, to include but not limited to: candles, incense and oil lamps, lighters, matches;
- Items with heating elements, to include but not limited to: hot or coffee pots, halogen lamps, clothes irons and heating pads, steam type irons;
- Small kitchen appliances, to include but not limited to: Personal hair appliances are not allowed unless they meet the following conditions:
  - Curling irons and hair straighteners must be UL approved and have auto shut-off devices;
  - A portable hair dryer may be brought to be used in-country only (note: a hard wired hair dryer is provided in every cabin);
- Electrical extension devices, to include but not limited to: extension cords, octopus plugs, and power strips;
- Satellite Phones are permitted onboard and must be declared to the ship's crew at embarkation. Voyagers are responsible to know local regulations surrounding satellite phone use in each country as many countries prohibit the use of satellite phones. Depending on local regulations, personal satellite phones may be required to be held by local authorities for the duration of the time the ship is in port.
- Walkie-talkies, and 2-way radios;
- Adhesive tape, to include but not limited to: duct tape, electrical tape, and double-sided tape;

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- Select sporting goods, to include but limited to: darts, bats, bows & arrows, hockey sticks, and spear gun; no modes of transportation (i.e. bikes, unicycles, scooters, skateboards, rollerblades, roller and inline skates, etc).
- Oversized items, to include but not limited to: surfboards, bikes, scuba gear, steamer trunks, large suitcases (collapsible duffle bags are recommended), extra-large musical instruments, large sized exercise equipment, large souvenirs obtained in-country, and oversized fossils/stones;
- Live animals;
- Live plants and flowers;
- Henna and coloring dyes used for temporary tattoos;
- Any wooden parts or products not mechanically, chemically treated and/or with signs of infestation;
- Taxidermy of any kind;
- Associated bottles containing animals and reptiles in liquid, sold as medicines or in liquors or alcohol;
- Select food & beverage items. Prohibited food and beverage items include:
  - Unsealed fresh or dry food;
  - Fresh produce of any kind;
  - Beverages with twist-off caps;
  - No beverages may be brought to the ship at the initial voyage embarkation
  - Ready-to-eat meals
  - Portions not exceeding 1 kg /2.2 lbs (able to be consumed at one time) that are factory sealed and individually wrapped are acceptable.
  - Note: Exceptions may be made to help accommodate particular allergies with the advance approval of the voyage physician.

*Note: This prohibited items list is not all-inclusive and items/articles/objects that can be construed to be used as a weapon or cause injury/harm to individuals and/or damage to ships' property will not be allowed onboard the ship.*

*Exceptions may be made to help accommodate particular allergies with the advance approval of the voyage physician.*

*Confiscated items cannot be returned and will be destroyed. SAS will not be held responsible, monetarily or otherwise, for confiscated and destroyed property. This list is not intended to be all-inclusive and is updated as necessary.*

## **Violation of the Ship Visitor's Policy**

For security, safety, and health reasons, permission to board the vessel while in port is tightly controlled. It is strictly forbidden to attempt to bring an unauthorized visitor onboard the vessel.

- There are two categories of authorized visitors: "personal" and "program".
- A personal visitor is limited to a participant's personal guests, with a maximum of 5 guests per participant, per day, per port. (Priority will be given to first time visitors.)
- Each day in port there is a total limit of 25 personal visitors per day. If the limit has been reached, participants are encouraged to have guests visit

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the vessel on an alternate day in port based on availability.

- Personal visitors may visit the vessel between the hours of 0800 to 2000 only and may not stay overnight. (Visiting hours subject to change)
- Requests for personal visitors must be initiated by the voyager on board and received by the Assistant Executive Dean at least two weeks in advance of arrival in the port of the requested visit. Exact deadlines vary by port and will be communicated onboard.
- Request forms require detailed information about the personal visitor (e.g., relationship to the participant, full name, date of birth, gender, passport number/expiration, nationality), and acknowledgement of host responsibilities. Certain ports require a copy of visitor's passport or equivalent photo ID or a nominal Visitor Fee.
- Personal visitors are asked by the vessel's gangway security to surrender their proper identification to receive a visitor ID Badge. This badge must be worn while on the vessel and will be surrendered to the vessel's gangway security upon disembarkation when the visitor's identification will be returned. Proper identification must match listed identification on the visitor request form.
- Valid identification includes a passport or other government issued photo ID, as determined by the port authority.
- Upon the vessel's arrival to port, personal visitors may board once the vessel has been cleared by customs and immigration and the critical mass of participants has disembarked.
- Ship approval does not guarantee that local immigration and customs officials will allow the personal visitor to board the vessel.
- Vessel's security may deny a pre-approved visitor permit if there are clear grounds that the visitor does not fulfill/comply with vessel's security and safety rules which apply for all participants. (Clear grounds may include but not limited to: alcohol intoxication, refusal to submit proper ID, refusal to submit any accompanied hand carry-on bags for security screening).
- On the day of departure from a port, personal visitors must disembark prior to on-ship time (generally two hours prior to sailing) or whenever determined by the vessel's security.
- Personal visitors are excluded from boarding the vessel on the first and last day of the voyage.
- Personal visitors must be accompanied by their host at all times while aboard the vessel. If the host of the personal visitor is not present at the gangway upon embarkation, the personal visitor will be detained by the vessel's security at the gangway until their host can be located. If the host is not on board at the time of the visit, then the visitor will need to leave and return when the host is back on board.
- The host of the personal visitor is accountable for the behavior of their visitor.
- The Captain reserves the right to remove a personal visitor who does not adhere to policies and procedures.
- A program visitor is an official visitor of the program or vessel's management and can include guests such as immigration and customs officials, service personnel and technicians, Field Program/Field Class guests, etc.

## INAPPROPRIATE TECHNOLOGY USE

- Using shipboard computing resources for an unlawful activity.
- Bypassing any system's intended purpose.
- Use of another voyager's login with or without permission.
- Accessing any system or device you are not authorized to use.
- Creating or modifying existing services on the network without authorization from the ship's IT coordinator.
- Transmitting, without authorization, information proprietary to Semester at Sea or information that could be construed as a statement of official Semester at Sea policy, position, or attitude.
- Distributing information encouraging the patronage of network sites containing material prohibited by Semester at Sea.
- Wasting resources such as print services, disk space, and network bandwidth.
- Intercepting network traffic without authorization directly from the Institute for Shipboard Education IT Director.
- Any method that results in the degradation of provided services, denies services to other users, or jeopardizes the security and capabilities of the network.
- Downloading or uploading copyrighted material except when these materials are fairly used in the presentation of academic research.
- Creating a peer-to-peer network for the purpose of file-sharing without the approval of the ship's IT coordinator.
- Deleting files owned by others from network public folders without the approval of the ship's IT coordinator.
- Creating and/or sharing content that would be in violation of Semester at Sea code of conduct such as bullying, harassment, discrimination, offensive imagery, or otherwise in bad taste.

## Responsible Disclosure

Institute for Shipboard Education and Semester at Sea do not authorize any voyager to perform any form of network or device audit. If, during the course of normal operation, a voyager finds something which could expose a potential issue with the ship systems or network, do not share this information with the shipboard community. Report this to the ship IT Coordinator, IT Systems Manager and home office IT department at [techsupport@semesteratsea.org](mailto:techsupport@semesteratsea.org)

## Technology Resources and Best Practices

Participants may use the provided computing and network resources for personal needs as long as such use is consonant with established policy and does not inhibit academic or administrative use of the computing resources or network, to include but not limited to:

- Semester at Sea cannot provide, and will not be responsible for, data or software kept on personally-owned devices, nor is the Institute for Shipboard Education responsible for the installation, repair, maintenance, or upgrade of personally-owned hardware and software.
- Semester at Sea does monitor and log network activity for security and performance issues. All devices connecting to ship networks are subject to monitoring without exception. Devices that are found exhibiting anomalous behavior will be blocked from access until cleared by the ship's system manager for use. Meta data is retained as long as required for security and troubleshooting.

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- Participants should not leave a computer logged on if the user will be away from the computer for an extended period of time. Data on local hard drives should be secured either through password protection or physical security (e.g. locked in a cabin) when the user is not present.
- Semester at Sea may restrict the use of computing and network resources. This includes spam, malicious behavior, internet resources, and communications. Network and internet resources are provided as a best effort and are not guaranteed at any time.
- The use of shipboard computing resources for political gain or exclusive personal gain shall not be permitted.
- Personal accounts and passwords are private and should not be shared with others.
- Participants may post electronic documents and images for public access provided that those documents conform to Semester at Sea policies and U.S. and international copyright law.

## UNAUTHORIZED SOLICITATION

- Soliciting others to participate in in-country activities or trips is prohibited. Specifically, acting on behalf of any third-party individual or company to promote any in-country activity or trip to other voyagers and in-turn receiving an incentive (such as payment discounts, upgraded services, alcohol, food, etc.)
- No person or organization may establish a table, booth, or presence on the vessel unless specifically approved by the Dean of Student Life or designee. Door-to-door solicitation is categorically prohibited. Participants may not use their cabins, data connections, Semester at Sea email, or mailboxes for solicitation, commerce, or accounts receivable. Posting requirements include:
  - Participants must submit materials to the student life office prior to posting materials to any bulletin board. Items determined to be inconsistent with the mission of Semester at Sea will be prohibited.
  - Approved materials will receive an authorization stamp or signature; Unstamped items will be removed

## UNAUTHORIZED USE OF TRADEMARKS

Registered service marks and trademarks of Semester at Sea include: "Semester at Sea", "SAS", "Institute for Shipboard Education", "ISE", "Vicarious Voyage", "MV *World Odyssey*" and the Institute for Shipboard Education and Semester at Sea logos, as well as Colorado State University's protected logos and other trade and service marks. Use of the aforementioned names or logos without prior written authorization is prohibited. Copying, broadcasting, or any other publication of any video, film, or photograph referencing, in any manner, the above trade and service marks is prohibited. Any items which directly or indirectly reference Semester at Sea, the Institute for Shipboard Education, or the MV *World Odyssey* may not be produced, sold, bartered, or given as gifts without the expressed written approval of the Institute for Shipboard Education. The Institute for Shipboard Education reserves the right to confiscate all items in violation of the aforementioned conditions.

## FAILURE TO COMPLY WITH TRAVEL POLICIES & IN-COUNTRY GUIDELINES

The following actions are expressly prohibited:

- Disregard for country-specific safety precautions, travel warnings, prohibited areas of travel, and other health and safety recommendations outlined by Semester at Sea during Logistical Pre-Port presentation, included in the “Green Sheet”, or provided in other communications.
- Disregard for the following Semester at Sea In-Country Travel Guidelines, Expectations, and Field Program policies:

### In-Country Travel Guidelines and Expectations

Regardless of the type of in-country travel (Semester at Sea-organized or otherwise), the following expectations apply:

- Know and follow all policies outlined in this Voyager's Handbook as well as the Responsible Traveler Guidelines included in the Overview and the Conscious Storyteller Expectations included in the Appendix.
- Have a plan for communication. All voyagers should have access to a reliable form of communication with the ability to contact on-call staff 24/7 in the event of an emergency or concern. Carry the “Green Sheet” (emergency contact information provided prior to arrival in each port).
- Plan to accommodate potential schedule changes. Plan overnight travel to depart the second day in port. Plan to arrive back to the port city well before the scheduled on-ship time.
- All participants should take ownership and responsibility for their own experiences. Do not simply follow others. Participants should research locations, providers, activities, etc., in advance, and make sure they feel comfortable and secure with the level of safety of the experience. Organize travel for others with care and due diligence.
- During an overland port call where the vessel arrives in one port and then travels to another nearby port (such as from Tema to Takoradi, Ghana, or from Lisbon, Portugal to Cadiz, Spain), participants have the option of sailing with the vessel or traveling overland to meet the vessel. For immigration purposes, all participants must indicate in advance whether they are sailing with the vessel or meeting the vessel in the next port and must adhere to this plan. A participant cannot change their mind after a decision has been communicated to immigration.

*Semester at Sea strongly advises against participation in experiences (especially those promising free alcohol) where voyagers are being aggressively recruited (usually via social media). Regardless of whether it is an organized company, a fellow voyager, an SAS Alum or other, these types of experiences are not safe and have harmed previous voyagers.*

### Semester at Sea Field Program Policies & Expectations

- Be prompt. Arrive on-time to the designated departure meeting place (as indicated on the Green Sheet) and be prompt to all subsequent meeting locations.
- Semester at Sea is not responsible for late participants who miss a Field Program departure (or the return meeting time). Refunds will not be processed due to tardiness or truancy.
- Respect the Trip Liaison(s) and Guide(s). At least one faculty or staff member, called

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Trip Liaison, is designated to serve in a leadership role on each Field Program or Field Class. This person is charged with group management, supporting the guide with logistics, and documenting any policy violations. All participants are expected to respect and honor the authority of the Trip Liaison(s) and the contracted local guide(s). Participants should contact the on-call Field Office number (provided on the Green Sheet) to report any concerns about a Trip Liaison or guide.

- Be flexible. All program itineraries are subject to change.
- Route all communication through the Semester at Sea faculty/staff trip liaison rather than speaking about logistical matters directly to the local guide(s). Do not ask the guide, driver, or trip liaison for special stops or changes in the itinerary.
- **Signing-out of Field Programs:** Although discouraged, if a participant elects to separate from a Field Program before its conclusion, they must first consult with the Trip Liaison(s) (who consults with the local guide) and sign the official "Field Program Separation from Group Form." Trip Liaison(s) and/or Local Guide(s) reserve the right to discourage separation based on health/safety concerns. Participants are not allowed to sign in and out of a program; participation is "all or nothing." If a participant chooses to separate, they are not allowed to rejoin the program (including for transportation back to the vessel). By signing the Field Program Separation from Group form, participants are accepting any risks that may arise out of this decision to travel outside of the confines of the Field Program. In the event of an extenuating circumstance (e.g. illness), a participant may be allowed to miss a portion of the program with permission from the trip liaison.
  - Note, students are not allowed to sign out of required *Field Classes*, a *Chapman Impact Field Experience*, or any of the required Field Programs in the one-day refueling stops; they must return to the vessel with the group.
- **Cancellations, Refunds, and Price Adjustments:**
  - Semester at Sea will issue a full refund to registered participants for a Field Program canceled by Semester at Sea staff for business reasons as determined by staff including but not limited to: the program being undersold, the need for rescheduling, etc.
  - As a non-profit global education organization, the safety of our voyagers and stewardship of our resources are essential. Semester at Sea will not automatically issue a full refund to registered participants for a Field Program that is canceled or altered by Semester at Sea, or one of our in-country partners, for external, unforeseeable, and unavoidable health, safety, risk management, or logistical reasons including but not limited to: acts of god, perils of the sea, harbors, rivers, or other navigable waters, acts of any government or ruling authority, epidemics or pandemics, collision, vessel mechanical failures, stranding, faults or errors in navigation or management of this, or any other ship, seizure of the Vessel under legal process, adverse weather, war, hostilities, riots, strikes or labor stoppages, or any other human, environmental, or natural catastrophe. Semester at Sea may elect to issue a refund (partial or otherwise) at its own discretion.
  - In the event of a change of arrival or departure dates in a port country on the itinerary, Semester at Sea will attempt to reschedule all in-port programming for the new dates. Semester at Sea will not issue refunds for Field Programs with itineraries and inclusions that have been successfully rescheduled to the new port dates. In the event the newly scheduled programs result in a scheduling conflict with any previously purchased Field Programs on a voyager's account
    - Semester at Sea will refund any day programs conflicting with rescheduled overnight programs.



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- Semester at Sea will not issue a refund for any overnight programs conflicting with day Field Programs (with the exception of a student's required 8-hour Field Class).
- **Standard Cancellation Policy:** Partial or full refunds due to Field Program cancellations at the request of a voyager or the voyager's guardian/caretaker will be subject to the standard Field Program Cancellation Policy.
  - **Cancellation Penalties (single and overnight Field Programs)**
    - Cancellation requests received 45 days or more prior to port arrival, a 50% penalty applies (50% refund)
    - Cancellation requests received within 44 days of arrival, a 100% penalty applies (no refund)
    - To receive a full refund, cancel any unwanted Field Programs on or before the voyage's Field Program early registration deadline (If applicable for a given voyage. Semester at Sea may or may not elect to have an early registration period every voyage.)
  - Any refund exceptions to this policy due to extenuating, documented circumstances including but not limited to: medical issues, mental health, death, bereavement, etc. will be issued solely at the discretion of Semester at Sea staff. Any voluntary cancellations or any cancellations issued by Semester at Sea as a result of a Voyager's Handbook conduct violation on the part of the voyager will follow the standard Cancellation Penalties.
- If something is not specifically listed as an approved reason for a Field Program refund, voyagers should assume a refund will not be warranted.
- Semester at Sea reserves the right to adjust the Field Program purchase price from the originally published rates and apply a surcharge in the rare occasion a service or inclusion is changed to preserve the logistical feasibility and quality of the program. In the event a surcharge is over 100USD or is deemed by Semester at Sea staff to be a 'marked' increase in program costs, registered participants will be given the option to accept the surcharge or withdraw from the program without penalty.
- Semester at Sea will not refund voyagers that have separated from the voyage for Field Programs that have been canceled (for any reason) after the voyager's official separation date.
- Any Field Program credit balances on accounts at the point of embarkation will be transferred to shipboard accounts (and can be used towards any purchases on-board). All Semester at Sea refunds are issued as credits to a voyager's Field or Shipboard Account. Any remaining credit balance at the end of a voyage will be mailed to the voyager's home of record as a check or may be issued (in limited amounts) as a cash refund from the ship's purser if the voyager's home of record is outside of the U.S.A.
  - Please note, this does not apply to credit balances from Scholarship Field Allowances. Voyagers should consult Financial Aid for specific information on their scholarship field allowance.
- Semester at Sea reserves the right to withhold any Field Program refund amount at the end of the voyage to reconcile any debt to Semester at Sea on the part of the voyager.
- Voyagers are strongly encouraged to purchase their own separate Travel Insurance to cover Field Program purchases or to purchase Field Programs using credit cards which supply insurance for travel-related purchases. At this time, the Semester at Sea-supplied CISI Insurance does not cover Field Program-related charges.

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- **Selling/Trading:**
  - Overnight, multi-day Field Programs are non-transferable. The buying, selling, trading or gifting of overnight Field Programs to another person (not the original person registered) is strictly prohibited.
  - In general, with a few exceptions, single-day Field Programs *are* transferable and may be traded, donated, or sold to other participants.
  - The Field Office does not manage this process and is not responsible for the transactions that take place between voyagers. (This option may be suspended due to COVID-19 logistical requirements. The Field Office will advise if and when this may be an option).
- **Payments:** Charges for Field Programs purchased during the voyage are applied to shipboard accounts. At the end of each accounting segment (usually around the end of each month during the voyage), shipboard accounts are automatically reconciled and the full amount owed (combination of Field Programs and other shipboard expenses) is charged to the credit card on file. If the card on file is declined for any reason (e.g. insufficient funds, flag from the bank, expired card, etc.) the participant's shipboard account will be closed until the balance is paid. The moment a shipboard account is closed participants cannot register for any additional Field Programs (or purchase anything else on the vessel). If the balance owed reflects unpaid Field Programs, participants are given a 14-day grace period to pay the balance before they will be canceled from unpaid program(s). On day 15, participants will be canceled from all registered (but unpaid) Field Programs and not allowed to participate. Standard cancellation fees still apply (this means a participant could still be responsible for paying for some or all of a program in which they are not allowed to participate).
- **Rooming on overnight programs:** By default, roommates are assigned at random by the Field Office based on passenger type (e.g. student, staff, Lifelong Learner) and sex as it appears on the passport. Voyagers may make a Gender Inclusive Field Program Rooming Request with the Field Office if they would like to explore gender inclusive rooming options. Roommate requests are accepted and accommodated as available, but cannot be guaranteed due to advance room block commitments.
  - Field Program fees reflect double or triple occupancy. Certain venues for Field Programs may also have more "unconventional" rooming accommodations (i.e., homestays, hostels, etc.).
  - Participants are not permitted to charge anything to their hotel room (e.g. calls, room service)
- **Dietary Preferences:** Information disclosed in the required voyage medical form is confidential and therefore not shared with members of the Field Office. If participants would like to disclose any dietary preferences, they must outline those preferences in their portal pre-voyage. For other health concerns as related to in-country travel (allergies, chronic conditions, etc.), voyagers must reach out to the Field Staff directly to discuss. Not all preferences can be met and accommodations are never guaranteed. Voyagers are responsible for advocating for their needs in-country.
- **Passport Numbers:** The passport number entered into the passport details section of the web portal is the number that is used to book Field Programs. If this number is incorrect, voyagers may not be able to participate in field program(s). If a voyager has multiple passports, they must travel with the passport listed in the portal. The Field Office is not responsible for incorrect reservations due to incorrect passport numbers.

- **Non-Sailing Guests:** (e.g. a visiting family member, friend, etc. who is not sailing nor staying on the ship) are not permitted to participate in Field Program.

## Reporting and Responding to Policy Violations

### Policy Violation Procedures

All Semester at Sea participants are held accountable to the policies and expectations outlined above and those outlined within each voyager-specific addendum of this Handbook. The process by which policy violations are handled is unique to each voyager type and is therefore detailed in the addendum.

The procedures Semester at Sea has established to balance the needs and rights of participants with the needs and expectations of the program and the shipboard community. Participants are entitled to be treated with care, fairness, and respect. The needs of the complainant, the impacted party, the respondent, and the shipboard community at large are equally important.

### Reporting

All voyage participants are able (and encouraged) to report any behavior or incident that is of concern and/or against program policy. Report forms are accessed via the on-ship intranet "Homeport" and can also be accessed directly using the reporting link anywhere there is internet. There are a few reporting forms, one specific to conduct violations (Conduct Referral Form), a form for care concerns (Care Report), one for bias related incidents, and one specific to incidents that occur off-ship at field programs (Field Programs and Personal Travel Reporting Form). It is important that reports are filed in a timely and thorough manner. Anonymous reports may not be sufficient to initiate the conduct process; however, in some instances, investigation may be warranted in response to an anonymous report and may lead to documentation from an identifiable source that warrants initiation of the conduct process and charges of an alleged violation.

### Complainants

Semester at Sea is committed to providing appropriate support for Complainants who report crimes or violations of policies. A Complainant of another person's unlawful or prohibited actions may seek personal support, explore options, and report the incident. Please note, confidential reporting cannot be guaranteed in a maritime setting. Counseling, medical, and/or other program personnel may be required to take appropriate action when notified. Complainants may receive assistance from other appropriate program resources, such as: cabin relocation; academic support services; notification of appropriate persons/agencies; and at the Complainant's request, program procedures to deter harassment or retribution.

### Interim Measures

When serious charges are filed against a participant, whether criminal, civil, or conduct, the Executive Dean, ISE home office administrators, or their designee, may temporarily restrict the participant from leaving or entering the vessel until the charges are resolved. An interim suspension may be imposed if necessary in order to:

- Ensure the safety and well-being of the shipboard community;
- Ensure a participant's own safety and well-being;
- Preserve program property;

- Prevent disruption or interference.

During interim suspension, the participant may not disembark the vessel (or, in some cases, may not embark the vessel), may be denied access to classes and activities, may have limited access to dining halls and other services, and may be assigned a no-contact directive until the allegations are resolved. The Participant is notified in writing of the terms of the interim suspension, and reasons for this action. The Executive Dean, ISE administrator, or their designee, may review interim measures as the investigation and discipline process proceeds to determine if adjustments are appropriate. Interim suspension does not replace the regular conduct process.

## Interpretation and Revision

Any question of interpretation or application of the Standards of Conduct, or any policy outlined within the Voyager's Handbook, shall be referred to ISE's CEO, or designee, for final determination. The Standards of Conduct shall be reviewed a minimum of every three years in consultation with ISE's legal counsel.

## Definitions

- Academic Dean refers to the voyage chief academic officer who is responsible for establishing orderly procedures for academic and classroom discipline.
- Assistant Dean of Student Life reports to the Dean of Student Life and serves as the voyage's primary hearing officer. The responsibility of the hearing officer is to prepare notices of violation, collect information, conduct disciplinary hearings, make decisions related to disciplinary outcomes, and perform other functions as required in the discipline process. The Assistant Dean of Student Life also monitors participant compliance with all disciplinary conditions and sanctions and maintains all official participant disciplinary records.
- Child Abuse/Neglect: In accordance with the Colorado Children's Code, C.R.S. §§ 19-1-101, et seq. Child Abuse or Neglect means an act or omission that threatens the health or welfare of a child, including: cases in which a child shows evidence of physical injuries or malnutrition that is not justifiably explained; cases in which a child is subjected to sexual assault or molestation, sexual exploitation, or prostitution; cases in which a child is in need of services because the child's parents, legal guardians, or custodians fail to take the same actions to provide adequate food, clothing, shelter, medical care, or supervision that a prudent parent would take; cases in which a child is subjected to emotional abuse, and other specified acts and omissions.
- Child or Children: A Minor or Minors.
- Complainant refers to the program when a participant is charged with an alleged violation of the Student Conduct Code.
- Consent to sexual activity is consent that is informed, knowing, and voluntary. Consent is active, not passive, and requires cooperation in act or attitude pursuant to an exercise of free will and with knowledge of the nature of the act. Silence, in and of itself, cannot be interpreted as consent. Sexual activity with someone known, or who should be known, to be mentally or physically incapacitated by alcohol or other drug use, unconscious or in a state of a blackout, or otherwise unable to give consent, is not valid consent. A person is considered to be incapable of giving consent when the person lacks the cognitive ability to make an important life decision, and this measure applies even when the same persons have engaged with one another in consensual sex in the past.
- Dean of Student Life refers to the chief student life administrator. The Dean of Student Life is the voyage senior discipline officer. In that role, the Dean is responsible for the overall coordination of the shipboard discipline system. The Dean of Student Life reports to the

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Executive Dean and may serve as a hearing officer.

- Disciplinary Standing is a sanction that may be applied when a Participant is found responsible for a violation of the Standards of Conduct. A disciplinary standing alone does not require any action from the participant. However, some disciplinary standings may limit certain privileges otherwise afforded to participants. A disciplinary standing will result in a reportable conduct record.
- Disruptive Activity: Any act that unreasonably interferes with the rights of others to peaceably assemble or to exercise the right of free speech, disrupts the normal functioning of the ship, damages property, or endangers health or safety, is specifically prohibited. No person may attempt to, nor actually interfere with, impair or impede Semester at Sea's regularly scheduled classes, events, or normal and essential operations.
- Executive Dean refers to the chief voyage administrator appointed by the program.
- Hearing Officer refers to the administrator authorized by the program to facilitate student conduct hearings and determine whether a student has violated Semester at Sea Standards of Conduct and to impose sanctions when a violation has been committed.
- Honor Code refers to the following CSU statement adopted by Semester at Sea students, Lifelong Learners, faculty, staff, and their family members affirming foundational principles of academic integrity:
  - *As a Participant in the Semester at Sea program, I recognize my active role in building a shipboard campus of character. This includes my commitment to honesty, integrity, and responsibility within the shipboard community. As such, I will refrain from acts of academic misconduct. Furthermore, reflecting upon this commitment, I find it my responsibility to conduct myself in a dignified and inclusive manner, taking the initiative to do justice within my institution, be considerate to my peers, and persevere both academically and personally.*
- Impacted Party or Complainant means an individual or individuals directly impacted by alleged violence (including domestic violence and dating violence), sexual misconduct, or stalking. An impacted party will have the right to observe the hearing of the respondent in their case, present information and provide written statements.
- Instructor means any person hired by the program to conduct classroom or teaching activities or who is considered by the program to be a member of its faculty.
- Minor: A person under the age of 18 who is not emancipated. Dependent children who are enrolled in one or more Semester at Sea courses for credit are considered students, not minors, and are not covered by this policy.
- Non-public area: An area of the ship that is normally not intended to be open to the general public for purposes of expressive activities or gatherings. Examples include classrooms, cabins, cabin doors, and limited-access facilities. These areas are generally reserved for use by specific programs or for specific purposes, and the Semester at Sea/Crew may limit the types of activities and gatherings in these areas as appropriate to the normal operations of the ship.
- Normal Operations: The ship's normal operations, including, but not limited to, classes, scheduled meetings, events, or other educational purposes or crew-related activities, must not be interfered with or disrupted.
- Official Semester at Sea Event: An event that is sponsored by ISE, a member of the Voyage Leadership Team or the ship's officers.
- Parent/Caregiver: The Parent, legal guardian or custodian of a Minor who has responsibility for the Minor while on Semester at Sea.
- Participants include students, lifelong learners, faculty, staff, and family members.
- Policy means the written rules and regulations of Semester at Sea as found in, but not

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limited to, the Voyager's Handbook, the ticket contract, the faculty/staff manual, and the Semester at Sea website.

- Program refers to the Semester at Sea program administered by the Institute for Shipboard Education.
- Public Areas: Areas of the ship that are designated open to all for public discourse and expression, subject to the provisions of this policy, such as common areas. \*NOTE: Ship spaces can change from public to non-public areas at any time due to the dynamic nature of the ship. No space on the ship is considered "public" at all times.
- Reasonable Access: Semester at Sea is required to provide and maintain reasonable access to, and exit from, any ship space.
- Reporting party refers to the person who submits information through the online reporting system or who reports information to a program or vessel administrator.
- Reportable Conduct Record means any record maintained by Semester at Sea when a participant has been sanctioned with a disciplinary standing. Records that include a finding of responsibility are maintained for three years from the end of the voyage; records that include disciplinary dismissals are retained indefinitely.
- Respondent or Responding Party means any participant accused of violating these Standards of Conduct.
- Student: a person enrolled in Semester at Sea courses for credit
- Shipboard Campus includes the vessel owned, leased, operated, controlled, and/or supervised by Semester at Sea.
- Threat: true threat(s) are serious expressions or intentional threats of violence conveying that a speaker means to commit an act of violence directed at specific individual(s).
- Vessel or ship refers to the MV *World Odyssey*
- Workplace: Any room, office, or other place where persons are conducting work on behalf of the Semester at Sea program. Workplace does not include an employee's cabin.

## Appendix

### Conscious Storytelling Expectations

In taking photographs or videos, and/or sharing material on social media, Semester at Sea expects its participants to:

- Prioritize the safety, dignity, and well-being of oneself and the people being photographed
- Ask for consent wherever possible
- Follow local laws and heed the advice of local tour guides, Trip Liaisons, or Faculty facilitators regarding the safety and appropriateness of taking photos, videos, etc. (Unless said advice is in conflict with the guidelines below.)
- Be a mindful storyteller, and present realistic and holistic perspectives of local cultures, people, and places
- Semester at Sea does not tolerate the following:
  - The taking of photos or videos after expressly being asked not to (from a member of the group, guide or member of the community)
  - The taking of photos or videos that compromises your or another person's safety
  - The intentional and blatant objectification of locals or members of a vulnerable group in a photo, video, or any other form of media

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- Visual (photographs or videos) or written material (captions) demeaning a person or culture based on discriminatory factors (may include but is not limited to name calling, racial or other slurs, epithets, jokes, put-downs, etc.)

## Ethical Photography and the Semester at Sea Voyager

For many of you, this may be the first time you will experience daily life in a country different from the one in which you were born or raised. The people you meet may dress differently, act differently, greet one another differently, and relate to their surroundings in a way you may have no context to understand. Despite the initial shock of these new experiences, you will soon see that those you meet may have much more in common with you than you originally supposed based on photos you have seen or preconceptions you may have held. We understand you will be excited, uncomfortable, inspired, in awe, and will want to save these experiences to share with your families and friends, and to look back upon and remember what it was like. Take the time to ask yourself a few questions before drawing out your phone and snapping a photo or posting an image to social media:

- Where am I?
  - This may seem like an obvious question, but in the excitement of the moment, sometimes we can forget. Does someone live here? Did someone die here? Would this be the type of place that someone would reasonably expect privacy or a heightened showing of respect? What is the history of this place and is it appropriate for me to take a photo here? What kind of photo is
- Who am I and why does it matter?
  - Who benefits from this photo? Who is potentially harmed by this photo? What are the consequences, to myself and others, to posting this photo online? As a traveler, do I have a position of power here? (Do community members rely on travelers like me to make a living?)
- With whom do I want to share this photo?
  - Some photos may be appropriate to share with your family and friends on social media, while others should probably just be for you to keep. Ask yourself, "Would I feel comfortable with the story others would take from my photo without having experienced it?" If a photo cannot provide a realistic and un-biased portrayal of the experience, it may be better shared in a way that allows you to explain the context. (e.g, some photos may be better shared via a blog vs. a twitter post.)
- What story am I trying to tell? *Whose* story am I trying to tell?
  - Imagine if a stranger was to look at the photos of your life on your phone. Knowing nothing about you, what pictures would they choose to represent *your* story? What captions would they write? How much of their own preconceived notions about who you are, based on any of your identities (race, nationality, gender, etc.), would show up in the way they chose to frame the photo? The background? If you didn't fit their idea of what a 'person like you' was supposed to be, would they even care about your story?
- What happens if I don't take this photo?
  - Seriously, what is the worst that could happen? Will this experience be any less meaningful? Will you forget it tomorrow? Will members of your family not believe you? If this question brings you anxiety or you don't feel good about your answers here, it may be time to thoughtfully examine why.

## Photography Dos and Don'ts

### DO:

- Take stock of the situation:
  - Where, what, who, when, and *why*
- Prioritize the safety, dignity, and well-being of oneself and the people you photograph
  - Think of the consequences, both positive and negative, to the individuals involved
  - Ask yourself “Would I feel comfortable if the same photo was taken of myself, of people in my community, people I love or look up to?”
  - Ask for consent: If including a person’s identifiable features (could they be recognized from this photo?)
  - If taking a photo inside a service facility, school, or home
  - Make sure the individual is old enough to give consent (look to a parent or guardian) and that they fully understand what you are asking (even with a language barrier)
  - ‘No’ means ‘no’
  - Follow the law;
  - Landmarks, natural scenery, or crowds in public spaces such as markets or streets are generally fair game. However, always check local laws (For example, in Myanmar, it is illegal to take photos of military buildings.)
  - Be a mindful story teller;
  - Avoid **The Danger of a Single Story**
  - Be true to the situation. Don’t exaggerate.
- Advocate for others when you feel their rights, privacy, or safety is in question: ○ If you see someone else taking or posting photographs unsafely or unethically, say something!
- Acknowledge when you have messed up and use it as an opportunity for growth:
  - If you’re uncomfortable about a photo you have taken or posted, delete it or take it down.
  - If someone else questions your choice and has a legitimate reason to believe your photo is unethical, engage with the situation, be respectful, and try to learn from it. It’s hard, but avoid being defensive and attaching your self-worth to one poor or thoughtless decision. We all make mistakes.

### DON'T:

- Compromise your or another person’s safety for a photo or video opportunity
- Perpetuate prejudice, discrimination, or stereotypes:
  - Not only a **terrible** thing to do, but also falls against Semester at Sea Voyage Community Values and code of conduct.
- Position yourself as having made a greater impact than you have:
  - Does your photo make it look like you have cured malaria when in actuality your group simply donated malaria medications to the village you were visiting? Don’t be a **Barbie Savior**.
- Betray the trust of the people you photograph: Don’t say one thing and do another. Have honorable intentions.



- Take a photograph as a means to ease your discomfort with a new situation ○ If you find yourself hiding behind your phone or camera, using it to protect you from feeling vulnerable or uncomfortable, pause and rethink your motives!

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Sources: - Interested in learning more? Check these out!

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## Protection of Minors: Full Policy

### PURPOSE OF THIS POLICY

Semester at Sea provides the opportunity for minor children under the age of 18 to accompany their parents on the program. Participants on the program will also have the opportunity to interact with minors during in-country travel. The Semester at Sea program is committed to the safety and well-being of Minors. Minors are often more at risk than adults from activities and conditions such as hazards present on the ship and in the country and risks associated with interacting with adults without proper supervision.

The purpose of this policy is to establish criteria that welcome Minors to the Semester at Sea program, minimize the risk of injury, and promote an environment conducive to accomplishment of Semester at Sea's higher education mission. This policy is intended to foster respect for the needs of all parties impacted by the presence of Minors on the program.

### APPLICATION OF THIS POLICY

This policy applies to all Semester at Sea faculty, staff, Lifelong Learners, students, crew and others acting on behalf of the Semester at Sea program when interacting with Minors on the program. This policy does not apply to Minors as subjects of any University-sponsored research that is covered by Institutional Review Board policies and procedures, enrolled students, or those enrolled in classes for academic credit on the program. Everyone interacting with Minors will be expected to be familiar with this policy.

## **POLICY STATEMENT**

Safety and responsibility remain the foremost considerations whenever Minors are involved, and Semester at Sea expects its employees, students, and other adults participating in Semester at Sea to adhere to this policy (as well as to common sense and generally accepted standards of behavior) when interacting with Minors at all times.

## **POLICY PROVISIONS**

### **Expectations of Parents/Caregivers**

The responsibility for dependent children rests in the hands of their parents. Dependent children who are enrolled in one or more Semester at Sea courses are considered students and are not covered in this policy.

It is important to remember that the Semester at Sea program is designed for college undergraduate students. Many of the Field Programs, ship activities, and programs on the cabin televisions are not appropriate for children. It is the parent's responsibility to determine what content is appropriate for their children.

### **Parents and caregivers are expected to adhere to the following:**

- Minors must be accompanied by a parent or caregiver at all times.
- Minors may not be in student voyagers' cabins without express written permission of a parent or caregiver
- Minors should never be left alone on the ship without a parent or a designated caregiver while the ship is in port.
- School-aged Minors must participate in the Dependent Children & Teenagers program. A caregiver is required at all times.

### **Ship Safety**

- There is no running on the ship except in the sports court or on a treadmill in the fitness center.
- Shoes must be worn at all times outside of the cabin. Closed-toed shoes are strongly recommended.
- Minors may not use any of the fitness equipment, pool, or fitness spaces without direct parent or caregiver supervision.
- All Minors should stay clear of ship's railings and may not touch any of the life-saving equipment at any time.
- No participant, including Minors, can be in the restricted crew areas.
- Parents/caregivers are responsible for ensuring Minors participate in all ship safety drills and procedures, including but not limited to lifeboat drills.

### **In-Country Travel**

- Minors must be accompanied by a parent or caregiver at all times while traveling in port.
- Minors may not participate in a Field Program without their parent or caregiver.
- Minors are not eligible to attend Field Classes.
- Minors are to sit with their parent or caregiver while traveling on any mode of

transportation on a Field Program.

## Child Care

- Parents/caregivers may work with other participants to arrange for limited child care (no more than 1 – 2 hours a day).
- Regardless of a child's age, it should never be assumed that other parents/caregivers or the "community at large" will automatically look after the child in the parents' or caregiver's absence. The Semester at Sea experience does indeed inspire the feeling of community, but the shipboard community cannot serve as a substitute for consistent and responsible parenting.

## Code of Conduct for Interacting with Minors

- All Semester at Sea participants are expected to adhere to the following Code of Conduct when interacting with any minor on the voyage.
- Do not make sexual comments, tell sexual jokes, or share or view sexually explicit material with or within the vicinity of minors.
- Do not engage in sexual actions, conduct, or relationships with minors.
- Do not touch minors in a manner that a reasonable person could interpret as inappropriate.
- Do not shower, bathe, or undress with or in the presence of a Minor unless you have legal responsibility for that Minor.
- Do not use, possess, or be under the influence of any substance while supervising a child, even if legally possessed and used.
- Do not supervise a Minor or otherwise have responsibility for a Minor's welfare while intoxicated. This includes impairment by any drug, even if legally possessed and used.
- Avoid communicating with minors through email, text messages, social networking websites, or other forms of social media unless there is an educational or programmatic purpose and the content of the communications is consistent with the mission of the Semester at Sea program.
- Do not tell a Minor "this is just between the two of us" or use similar language that encourages minors to keep secrets from their Parent.
- If any action or failure to act with respect to a Minor seems like it may be inappropriate, do not do it; seek advice from the responsible higher authority.

Semester at Sea Employees: When acting in your capacity as a Semester at Sea employee, avoid spending time alone with a Minor away from others, whenever possible. If one-on-one interaction is absolutely required, it is recommended that you meet in rooms or spaces with open doors, observable by other adults from the program.

## Preventing and Reporting Child Abuse

Semester at Sea's goal is to prevent Child Abuse/Neglect from happening in the community. To this end, any faculty or staff who interact with minors should understand what Child Abuse/Neglect is, and what to do when they observe or learn of anything that may constitute Child Abuse/Neglect.

## Mandated Reporters

# Voyager's Handbook

All employees and others acting under the direction and control of Semester at Sea who observe or suspect Child Abuse or Neglect must report the incident to the Executive Dean, the ISE Director of Human Resources, or the Captain.

## **Reporting Procedures**

Any signs of injury relating to suspected Child Abuse/Neglect should be reported to the appropriate authorities.

When suspected Child Abuse/Neglect is observed or reported, this should immediately be reported to the Executive Dean, or ISE on-call Director. The Executive Dean will consult with the ISE home office and determine next steps. All are expected to cooperate with these authorities as needed.

## **Disciplining a Minor**

Employees will not, under any circumstances, discipline minors by use of physical punishment or by withholding the necessities of care, such as food or shelter.

## **Criminal Background Checks**

Semester at Sea employees, their adult traveling companions, and Lifelong Learners' participation is contingent upon the satisfactory outcome of a background check. All students are required to submit a disciplinary clearance form from their home institution.

## **Compliance**

Compliance with this policy is required at all times. Failure to comply may result in disciplinary action pursuant to applicable rules and policies of Semester at Sea.