

**RELEASE and INDEMNIFICATION FORM
for FIELD TRIPS, EXCHANGES or EXCURSIONS**

Name: _____

Student Number: _____

Course: _____

Field Trip, Exchange or Excursion: _____

Date of Field Trip, Exchange or Excursion: _____

I am aware that during this field trip, exchange or excursion (the "Excursion") in which I am participating under the arrangements of the University of Guelph ("University"), certain risks and dangers may exist, including but not limited to the hazards of travelling, accidents or illness in remote places without medical facilities, the forces of nature and travel by air, train, automobile or other means. More particular risks for this Excursion may include but are not limited to:

I accept and fully assume all risks, dangers and hazards and the possibility of personal injury, death, property damage or loss, resulting from my participation in this Excursion.

In consideration of approval to participate in this Excursion, I, for myself, my heirs, next of kin, executors, administrators and assigns agree to **hereby release and forever discharge the University**, its officers, directors, servants, employees and agents from any and all actions, claims and demands for damages, loss and injury, howsoever arising which now or may hereafter be sustained by me in consequence of my participation in the above-noted Excursion.

I also acknowledge the University does not carry accident or injury insurance for my benefit and also that there may be certain matters for which I could be held at fault personally. In these cases, I agree to be accountable in all respects for my own conduct and all actions, claims and demands for damages, loss and injury which may arise as a result of my own conduct. I acknowledge and agree not to ask the University, its officers, directors, servants, employees and agents to accept the consequences thereof and agree to indemnify the University, its officers, directors, servants, employees and agents from any claims or demands which might be made against the University, its officers, directors, servants, employees and agents arising out of or as a result of my own conduct.

If circumstances arise which the University, in its sole discretion considers to be an emergency, I authorize the University to disclose any of my personal medical, health or contact information, as appropriate.

I declare that I have read and understood the above Release and Indemnification Form for Field Trips, Exchanges or Excursions in its entirety and I hereby agree to be bound by the terms and conditions. I am aware that by signing this agreement, I am waiving certain legal rights which I, my heirs, next of kin, executors, administrators and assigns may have against the University, its officers, directors, servants, employees and agents.

Date: _____

Signature: _____
Participant

Witness: _____

Department of Integrative Biology – Field Course Safety Regulations

Participant Information:

Name:

Student number:

Course:

Health card number:

Specify any allergies, drug sensitivities, or other medical condition of which the course instructor(s) should be aware:

Emergency Contact Information:

Name:

Relationship:

Address:

Phone number(s):

Day:

Evening:

Cell:

Email:

Safety regulations:

1. Participants are expected to review and understand any materials that describe the format, expectations, safety procedures, and risks associated with a particular course.
2. In addition to policies and instructions relating to a particular course, participants must be familiar with and abide by general safety policies from the Department of Integrative Biology, the College of Biological Science, the University of Guelph, and/or field stations or facilities where course activities occur.
3. The instructor(s) of the course have the primary responsibility of ensuring the health, safety, well-being, and quality of experience of all participants in the course, including students, teaching assistants, staff, and faculty. Participants must abide by directions provided by the instructor(s) in this regard. This includes, but is not limited to, written or verbal instructions related to working safely and cooperatively in pairs or groups, remaining

within a designated area, reporting in at designated intervals, adhering to schedules for specific course components (e.g., field work, lab work, classroom instruction, instructor consultations, group or individual work, free time, quiet hours), and the proper use of field or lab equipment.

4. Students with dietary constraints, allergies, physical challenges, medical conditions, or mental health needs that may impact their safety and well-being or those of other participants must advise the instructor(s) and arrange any accommodations with the instructor(s) and/or Department Chair prior to travel to the field, as far in advance as possible.

5. Individual participants are responsible for ensuring that they have uninterrupted access to any necessary allergy treatment kits, medications, food, or other supplies that they may require.

6. Individual participants are responsible for ensuring that they have adequate health insurance coverage if travelling outside of Ontario.

7. Participants are expected to interact in a collegial, cooperative, and mature manner with fellow students and instructors, and every effort should be taken to resolve interpersonal conflicts quickly and effectively. There will be a zero tolerance policy for any forms of harassment, bullying, assault, threats, or violence. Any cases will be immediately reported to the Department Chair.

8. The instructor(s) will have the authority to suspend field or lab activities of any participants who fail to follow their instructions. Significant breaches of these safety regulations will be reported to the Department Chair.

By signing below, I confirm that I have read and understand the above safety regulations and agree to abide by them.

Participant signature

Date

Instructor signature

Date

Department Chair signature

Date

Links:

- [Environmental Health & Safety Programs and Forms](#)
- [EHS Policy on Off-Campus Activities, Research, and Field Trips](#)
- [College of Biological Science Safety Forms](#)
- [College of Biological Science Sexual Violence and Information and Resources for Field Sites](#)

Appendix A: Sexual Violence Information and Resources for Field Sites

**University of Guelph
College of Biological Science
Feb 2019**

Sexual violence can occur at any time, in any location. Due to their remoteness and isolation, survivors of sexual violence working at field sites may be less likely to seek help. The University of Guelph and the College of Biological Science take a **ZERO TOLERANCE** position on any form of sexual violence (sexual assault and sexual harassment) at all field stations used by its faculty, staff, students, or volunteers. Wherever you are working, your PI must ensure your location be equipped with phone service and can access any of the resources listed below. You have the right to be safe.

If you have experienced sexual violence, you do NOT have to wait, ignore it, or pretend it didn't happen. If you want support, please talk to your field supervisor(s) or consult one of the resources below.

Do you think you've experienced sexual violence?

Sexual Violence means any sexual act or act targeting a person's sexuality, gender identity or gender expression, whether the act is physical or psychological in nature, that is committed, threatened or attempted against a person without the person's consent, and includes sexual assault, sexual harassment, stalking, indecent exposure, voyeurism, and sexual exploitation. Sexual assault is an offence under the *Criminal Code* of Canada.

Sexual Harassment is included in the definition of sexual violence and means engaging in a course of harmful or offensive comment or conduct based on sex, sexual orientation, gender identity or gender expression that is known or ought reasonably to be known to be unwelcome. This can include: implied or expressed rewards or benefits for sexual favours; non-consensual taking or posting of a sexual picture; aggressive or intolerant comment or slur (including cyberbullying or through social media); or uttering any sexual threat.

Consent is the active ongoing, informed and voluntary agreement to engage in sexual activity. Consent cannot be given by someone who is unconscious, whose judgment is materially impaired (such as by drugs or alcohol), or who is otherwise unable to understand and

voluntarily give consent. Consent can never be obtained through threats, trickery, coercion, pressure or other forms of control or intimidation. Consent may be withdrawn at any time. Consent may be compromised where individuals are in a position of power, trust or authority over the person whose consent is required. The consumption of alcohol or drugs does not provide any excuse from obtaining consent.

If someone you know has experienced sexual violence, you can assist them in finding local support. It is important to remind the survivor that the incident was not their fault and that you believe them.

You can contact these resources for support from any location

- [Guelph Wellington Women in Crisis and Sexual Assault Centre](#) (24-hour Crisis Line)
People of all genders are welcome to call for support.
519-836-5710 (if out of Canada, dial “1” first for country code) or
1-800-265-SAFE (7233)
- [Here 24/7](#)
Regional crisis line
1-844-437-3247
TTY:1-877-688-5501
Confidential and anonymous

Disclosing and/or reporting a case of sexual violence is your choice. If you want to report a case of sexual violence you can contact local law enforcement or the University of Guelph Student Affairs Case Director. The Student Affairs Case Director can provide you with information on local supports and reporting procedures, regardless of your geographic location (including if you are conducting field work outside Canada). The Student Affairs Case Director will not report a case of sexual violence without your consent.

You have the option to report sexual harassment. To report harassment or assault, you can contact your employer’s appropriate office (such as Human Resources or Equity Office) or see your University’s Sexual Violence policy for disclosure and reporting procedures. Note that volunteers should contact the relevant office at the university that is hosting your volunteer experience. When reporting, please **ask** if your name and the circumstances related to your complaint will be disclosed to any person for the purposes of investigating the complaint or taking disciplinary measures in relation to the complaint. Be aware that some offices may initiate formal investigation through local law enforcement immediately upon disclosure of incidents of sexual violence.

University of Guelph, Student Affairs Case Director

This is a central contact point for information about supports, accommodations and reporting (if you choose) relating to sexual violence for individuals working in any capacity relating to the University of Guelph. You can contact this support from anywhere in the world and they will assist in locating and accessing local resources.

Monday-Friday, 8:30-4:00 pm EST
519-824-4120 Ext. 53020 (use country code "1" for international calls)
svinfo@uoguelph.ca

Diversity and Human Rights Office at the University of Guelph

15 University Avenue East
Guelph Ontario
N1G 2W1
519-824-4120 Ext. 53000
dhrinfo@uoguelph.ca
www.uoguelph.ca/diversity-human-rights/
Monday to Friday: 8:45 a.m. - 4:45 p.m. EST