

CODE OF CONDUCT — POLICIES AND RULES

Please refer to and read the Code of Conduct in full found here <https://www.mbl.edu/policies/code-of-conduct>. In addition, we highlight some critical issues for your review below.

The MBL has a responsibility to the international scientific community to provide leadership in all endeavors. It is committed to the promotion of the highest standards of ethics, behavior, values and goals for all of its scientific, technical, educational, and administrative operations. The quality of work and the atmosphere in which it is done is expected to be consistent with this commitment and in line with the reputation of the MBL as a leading educational and research institution. The atmosphere should be one of trust and confidence in those who act on behalf of the MBL. Community members should be able to rely on the integrity of each other.

The personal and professional conduct of everyone acting on its behalf should reflect the MBL's commitment to the fundamental principles of dignity, integrity, and respect for the law; rights, health and safety of the community and others; and should not conflict with or negatively impact their obligations to the MBL or its welfare.

MBL's commitment to integrity begins with complying with pertinent laws, rules, and regulations. Everyone is responsible within his or her scope of work for preventing violations of law and for speaking up if possible violations are observed.

In many cases, the MBL expects more than mere compliance with applicable law, and so our policies may contain expectations of conduct not necessarily exclusively grounded in legal requirements. Policies pertinent to visitors in residence at MBL are listed below.

Respect and Responsibility

It is the policy and the practice of the MBL to treat all persons associated with our community in a fair and equitable manner and to select employees, faculty, and students without discrimination on the basis of their race, color, national origin, ancestry, gender, sexual orientation, religious beliefs, mental or physical disability, age, genetic predisposition, military status, or participation in a harassment complaint.

MBL is committed to promoting a diverse population among its employees, visiting scientists, faculty members, and students. We believe that the prominence and integrity of MBL is best served by employing and educating individuals from diverse backgrounds and cultural heritages. It is our goal to provide a community that fosters an attitude of respect and inclusion for everyone and one which recognizes the positive results that come from learning from one another.

The Marine Biological Laboratory has been a proud member of the Woods Hole Diversity Initiative since 2004. For more information visit the Woods Hole Diversity website.

Harassment

Harassment, whether discriminatory or sexual, is unlawful under both federal and state law and, as such, will not be tolerated by MBL. Any MBL employee, investigator, faculty, student, or visitor who harasses

a member of the MBL community shall be subject to disciplinary action that may include termination. Further, any retaliation against an individual who has complained about harassment or who has cooperated in an investigation of harassment is also illegal and will not be tolerated. The definition of illegal discriminatory harassment is any verbal or physical conduct which has the intent or effect of unreasonably interfering with an individual's work or academic performance or which creates an intimidating, hostile, or offensive work or educational environment, when such conduct is based upon age, ancestry, color, disability, gender, genetic predisposition or carrier status, national origin, participation in discrimination complaint-related activities, military status, race, religion, or sexual orientation. Prohibited behavior includes slurs or other derogatory comments, objects, pictures, cartoons, or demeaning gestures connected to one's membership in a protected group.

Sexual harassment includes unwelcome sexual advances; requests for sexual favors; and any printed, verbal, or physical action of a sexual nature. These actions are considered harassment when: 1) submission to or rejection of such advances, requests, or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment or academic decisions; or 2) such advances, requests, or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating, or sexually offensive work or academic environment. Prohibited behavior includes unwelcome physical touching; sexual epithets, jokes, written or verbal references to sexual conduct; gossip regarding one's sex life; comments about an individual's body or sexual activity; displaying sexually suggestive objects, pictures, cartoons; unwelcome leering, whistling, or sexual gestures; suggestive or insulting comments; discussing one's own or inquiring into another's sexual activities.

Any person who feels they have been harassed is strongly urged to call upon MBL's EEO Coordinator for advice regarding appropriate action to be taken. The EEO Coordinator is located in Homestead 109, 508-289-7378 or eeo@mbl.edu. Prompt, professional, and confidential-to-the-extent-possible attention will be given to all complaints. If at any time you feel you are being stalked by someone in Woods Hole, from your cell phone call 508-289-7911 or dial x7911 from an on-campus phone to reach MBL Security who will come escort you.

Violence Prevention

MBL is committed to working with all employees, investigators, faculty, students, and visitors to maintain an environment free from violence, threats of violence, persecution, intimidation, and/or other disruptive behavior. Acts or threats of violence include conduct that is sufficiently severe, offensive, or intimidating to alter employment or learning conditions or to create a hostile, abusive, or intimidating environment for one or more members of the MBL community. In addition, the possession or use of any potentially dangerous item or material is strictly forbidden in all buildings or on campus. Violations of this policy will lead to disciplinary action up to and including discharge and/or legal action as appropriate. Threats or assaults that require immediate attention should be reported to MBL Security at 508-289-7911, x7911 from an on-campus phone or dial 911 from your cell phone for police and emergency medical assistance.

Scientific Integrity

Any action or conduct on the part of its staff or personnel or those engaged in MBL-sponsored activities that would compromise scientific integrity is against policy. Specifically, a compromise of scientific integrity—also referred to as “misconduct in science”—means fabrication or falsification of data or other documentation, plagiarism, or other unethical practices that seriously deviate from those practices that are commonly accepted within the scientific community for proposing, conducting or reporting research. Honest error or honest differences in interpretations or judgments of data does not constitute a compromise of scientific integrity.

Respecting Personal Property

All members of the MBL Community are expected to be respectful of personal property belonging to others. This respect includes not trespassing onto private property when outside of MBL's campus.

Drug-Free Workplace

As a precondition of receiving federal grant and contract funds, MBL is responsible for providing a drug-free workplace. As such, the MBL prohibits the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance by all employees, staff investigators, visiting investigators, faculty, students, and visitors while at the MBL. Employees are required to adhere to this drug-free policy as a condition of employment. All other members of the MBL community are required to adhere to this policy as a condition of participating in activities and of occupying laboratory or library space at the MBL. Employees who violate this drug-free workplace policy will be disciplined, which may result in termination of employment or require satisfactory participation in an approved drug-abuse rehabilitation program, and are required to notify their supervisors and the Human Resources Office of any criminal drug-statute conviction in the workplace no later than five days after such conviction. All other members of the MBL community who violate this policy may be asked to leave the MBL immediately without refund of fees and with the possibility of a ban from future use of MBL facilities.

Alcohol Policy

Individuals under the age of 21 are strictly prohibited from the consumption or possession of alcoholic beverages. The consumption or possession of alcoholic beverages on MBL property is regulated by a policy to ensure the safety of the community and uphold the MBL's reputation (www.mbl.edu/policies/alcohol/). No public consumption is allowed anywhere on MBL property. Individuals are prohibited from reporting to work or to courses under the influence of alcohol, and persons with positions that require driving as part of their duties may be removed from such positions if found to have been driving under the influence of alcohol whether on or off duty. In addition, alcohol is specifically prohibited in all course space and laboratory buildings except in specified areas and at specified events as sanctioned and approved by the President/ Director of the MBL or his designee. For course-related activities, a course director or a professional bartender must be in attendance. MBL housing facilities will be considered a standard exception on the condition that occupants and/ or their guests are of the legal drinking age (21 years) and that the occupant of record accepts responsibility for overseeing responsible use of alcohol, that only moderate consumption is permitted, and that reasonable standards of conduct are maintained, including rules established by the President/Director's office and MBL Housing Office. Violation of the policy will lead to disciplinary action. Anyone seeking to refrain from drinking can contact the MBL's EEO Coordinator for advice on obtaining professional assistance or call 1-800-NCA-CALL.

Smoke-Free Environment

In keeping with the MBL's commitment to the promotion of health, which includes the prevention as well as investigation of diseases, MBL provides a smoke-free environment for all employees, investigators, faculty, students, and visitors. As such, smoking is prohibited in the interiors of all MBL facilities, including housing, all vehicles, and all exterior doorways. Anyone wanting to quit smoking can contact MBL's EEO Coordinator for advice on obtaining professional assistance or call 1-800-TRY-TO-STOP.

Noise

Noise ordinance is 10 pm. The MBL houses large numbers of people with varying schedules and needs in close quarters. The need for sleep, study, and research supersedes all other activity. While at the MBL, please be a good neighbor to other MBL guests and our neighbors in the surrounding community. Please

monitor your noise level at all times and lower your noise level when asked to do so by any member of the MBL or Woods Hole Community.