

FOSTERING A POSITIVE & RESPECTFUL WORKPLACE

**Awareness & Resources To Prevent Bullying,
Harassment & Discrimination in the Workplace**

Human Resources & STEM Workforce Development
May 21, 2026

 **Jefferson Lab**



U.S. DEPARTMENT
of ENERGY



COMMUNITY STANDARDS

Everyone at Jefferson Lab has a responsibility to foster an environment where all employees, users, students, guests, visitors, and subcontractors feel welcome and supported in advancing the lab's mission.

Jefferson Lab actively promotes a harassment-free experience for all. While it is not possible to provide a complete list of the types of improper behavior below, prohibited conduct includes, but is not limited to:

- Obscene or abusive language
- Bullying or deliberate intimidation
- Inappropriate physical contact
- Stalking/following
- Unwelcome sexual attention or advances
- Disrespectful or offensive comments/gestures
- Displaying or circulating sexually suggestive materials
- Violating security or environment, safety, and health issues



Everyone is expected to model professionalism and respectful behavior at all times.

OUR CULTURE

What Are We Passionate About?

- Safety
- Learning & Innovation
- Philosophy of Human Performance
- Just Culture
- Our Values
 - Accountability
 - Communication
 - Service Focus/Teamwork
 - Safety



OBJECTIVES

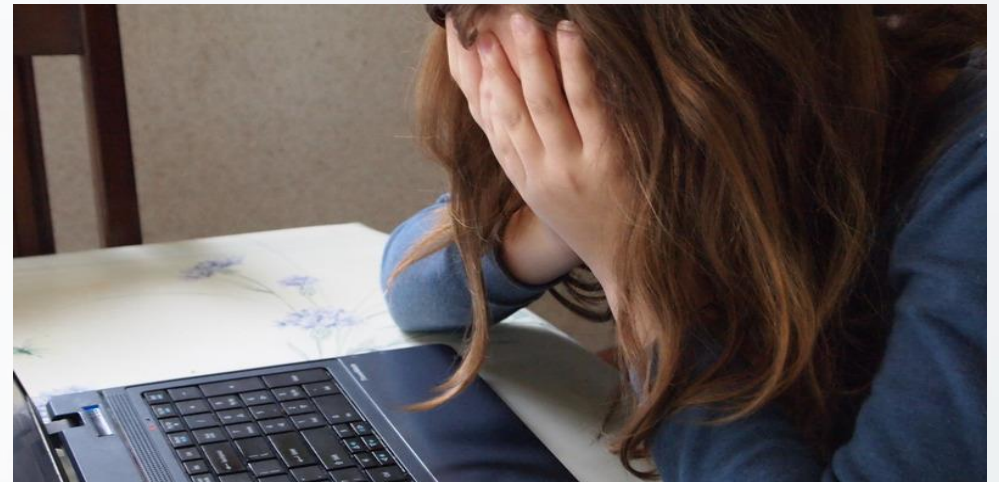
By the end of the session, you will be able to:

- Recognize the value Jefferson Lab places on a respectful work environment
- Understand and follow JSA/Jefferson Lab's policies regarding harassment and bullying
- Recognize workplace harassment & bullying and differentiate between them
- Know who and how to report an incident and cooperate with any investigative process
- Help promote and maintain a comfortable, productive work environment

AT JEFFERSON LAB

The Lab promotes an environment that values:

- Respect and Professionalism
- Differing opinions
- Being free from harassment and discrimination of **ANY** kind
- We do not tolerate:
 - Verbal or physical harassing conduct
 - Creating an intimidating, offensive, or hostile environment



BULLYING & HARASSMENT: WHAT'S THE DIFFERENCE

Bullying is unwanted behavior from a co-worker or supervisor that involves a real or perceived power imbalance. The behavior is:

- Targeted, repeated, or has the potential to be repeated over time
- Impacts group/individual morale
- Socially excludes someone or negatively affects someone's work tasks

Harassment is a form of discrimination based on the victim's race, religion, sex, national origin, age, disability, or other protected characteristic. The behavior may:

- Include any unwanted, unwelcome, physical or verbal behavior that offends or humiliates
- Become a condition of continued employment (ex: victim must go on a date/accept sexual advances or miss out on work opportunities)
- Not directly result in lost opportunities, but does make it difficult for the victim to work because of constant ridicule, belittling comments, teasing, etc.
- Persist over time



Both can create a hostile work environment that “a reasonable person” would consider intimidating or abusive

HARASSMENT & BULLYING BEHAVIORS

Include:

Abusive, threatening, offensive, degrading, inappropriate, belittling, or intimidating comments, jokes, phone calls, emails, notes, text, or posts on social media

Inappropriate physical contact or coercive behavior which is intended to be derogatory or intimidating

Insulting or threatening gestures

Unwelcome touching or continued invitations for dates

Suggestion that sexual engagement is a condition of continued work/employment

A HOSTILE ENVIRONMENT?



HARASSMENT: HOSTILE ENVIRONMENT

Key characteristics:

- Frequency and severity of behavior
- Anyone can commit this type of harassment – supervisors/sponsors, co-workers, students, and non-employees who are at the Lab
- Behavior is unwelcome
- Conduct is pervasive and long-lasting
- Atmosphere perceived to be intimidating or offensive



EVERYONE KNOWS THERE'S A PROBLEM...

Reasons why people do not come forward:

- Fear of retaliation
- Fear of getting a bad reputation
- Feel nothing will be done
- Fear of getting the perpetrator in trouble
- Fear they or the complaint will not be taken seriously
- Feel it is not any of their business
- Do not know what to do
- Bystander effect (less likely to help someone when others are around)



WE ALL HAVE THE POWER TO PREVENT HARASSMENT WITH THE 4DS

Delegate: Get Help!

Sponsor, Program Manager, Human Resources, Ethics Officer, or Employee Concerns Program (ECP)

Distract: Do something to break the moment! Cough loudly, drop something, be a pest!

Direct: Tell the perpetrator to stop in a way that you feel comfortable doing.

Delay: Check in with the victim to make sure they are ok and to offer any help or resources that you can.



But at all times, before you act, assess your safety!

BALANCE

**Does the person feel
offended, intimidated, or
humiliated?**



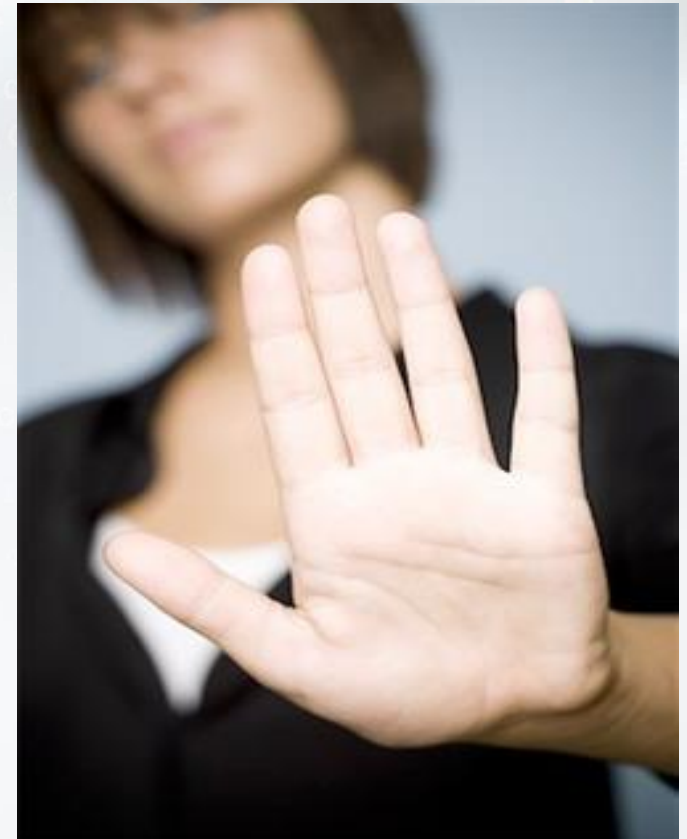
Would a “reasonable person” feel the behavior is offensive, intimidating, or humiliating the person involved?

INTENT IS IRRELEVANT!!



BULLYING & HARASSMENT ARE NOT:

- Accurate, constructive, and courteous remarks
- Reasonable management decisions, discussions, or actions (including performance management)
- Differences of opinion
 - Conflicts and disagreements with co-workers generally do not constitute harassment/bullying



PREVENTION GUIDELINES

- Avoid behavior that may be questionable in the workplace: Do **NOT** assume familiarity with co-workers
- Do **NOT** invade another individual's personal space
- No touching

- Inform those engaging in inappropriate behavior you find it objectionable
- If you believe you are a victim of unwelcome bullying/harassment, you have a responsibility to notify others: speak with the offender, report, or file a complaint about the situation **as soon as possible!**



EMPLOYEE CONCERNS PROGRAM

Have issues or concerns that are work-related:

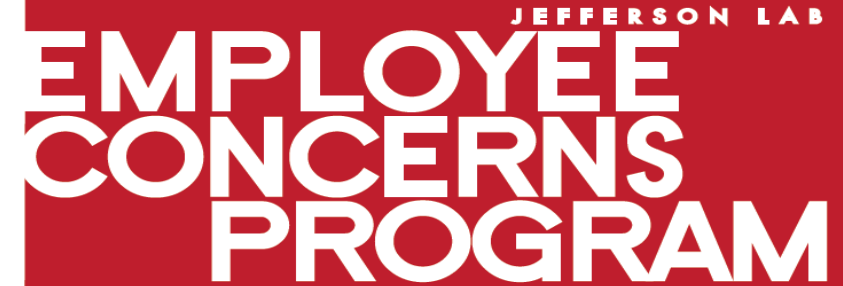
- Seek resolution from your sponsor or program manager
- Seek assistance from Human Resources:
 - Ryan Wood x7020
 - Rhonda Barbosa x5991

If the issue is not resolved internally, then concerns may be filed to our third-party ECP – Ethics Hotline 24 hours a day

- Employee Concerns Hotline: **1-888-296-8301**
- Employee Concerns Website:
<http://www.jsaecp.ethicspoint.com>

The Department of Energy Employee Concerns Program

- Employees of contractors who believe they have been retaliated against for engaging in protected activity have the right to file a complaint under the DOE Contractor Whistleblower Protection Program



JEFFERSON LAB EMPLOYEE CONCERNS PROGRAM

OVERVIEW

The ECP provides a risk-free way to anonymously and confidentially report activities that may involve unsafe, fraudulent, unethical, or otherwise inappropriate behavior in violation of JLab's policies, Code of Ethics and Standards of Conduct. Complaints may be filed by phone or by accessing the new Jefferson Lab Employee Concerns website. Both resources provide anonymity when reporting concerns.

FOR ANONYMOUS ^{and} CONFIDENTIAL REPORTING OF:

- FRAUD, WASTE AND ABUSE
- ENVIRONMENTAL, HEALTH & SAFETY
- UNETHICAL CONDUCT
- WORKPLACE & MANAGEMENT CONCERNS
- ACTS OF RETALIATION OR REPRISAL

REPORTING A CONCERN:

Concerns can be reported using the Employee Concerns Hotline or the website. Concerns may be reported by JLab staff, users, or others. All reports will be addressed in a timely manner and responded to in accordance with current policies and practices.

The Employee Concerns Program Hotline is:

1-888-296-8301

The website can be found at:
<http://www.jsaecp.ethicspoint.com>

Mail to: Via letter to ECP Office, Attn: Employee Concerns Office, 1000 Independence Ave, SW Room 7G-069, Washington, DC 20585

To learn more about the Lab's Employee Concerns Program, go to the Insight Page and select the ECP link under Popular Applications.

SO WHAT'S THE SCENARIO!

Checking your Understanding



SCENARIO 1: ALL IN FUN

Participants: Sarah and John, both students, are working on a project. They overhear/see Brian, another student, making sexual overtures toward Jessica. Jessica turns red but Brian keeps taunting her and smiles.

What would **YOU** do if you were Sarah or John?

Action to take:

- **Action 1:** Report this immediately to your mentor
- **Action 2:** Walk over to Brian and explain that this behavior is not tolerated at the Lab
- **Action 3:** Report this incident to either your sponsor, mentor, program manager, Human Resources, or the Employee Concerns Program
- **Action 4:** Ignore the situation, it is not your problem
- **Action 5:** Make sure Jessica knows her options and who to go to for help



SCENARIO 2: SINGLED OUT



Participants: Peter shows up for work everyday on time. However, he is falling behind and not completing his assignments on time, which is impacting others on the team. His mentor, Jenna, has been critical of his work and advised him that he needs to improve, or he risks being removed from the program.

What would **YOU** do if you were Peter?

Action to take:

- **Action 1:** Set up a meeting with the mentor and explain that the comments are making you uncomfortable
- **Action 2:** Accept the feedback; ask for additional help if needed and make an effort to complete your part of the project on time
- **Action 3:** Ignore Jenna; she comes on strong but doesn't follow through with consequences

SCENARIO 3: DISCRIMINATION IN THE WORKPLACE

Participants: A senior scientist mentoring a dynamic and gifted student, commented that they needed to remove their braids, as this hair style was not appropriate and appeared 'unkempt' for a professional work environment if they wanted to advance their research studies.

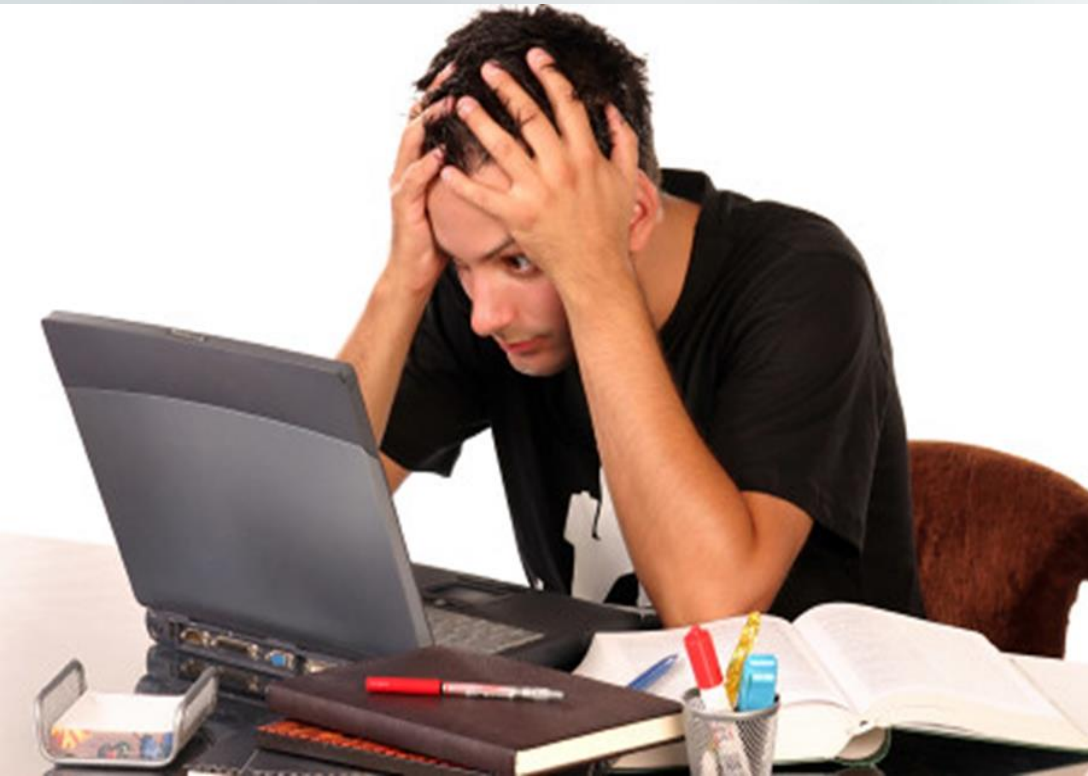
What would **YOU** do if you were this student?

Action to take:

- **Action 1:** Keep quiet, you have worked too hard to get to this point
- **Action 2:** Immediately get a new hair style
- **Action 3:** Report this incident to either your sponsor, mentor, program manager, Human Resources, or the Employee Concerns Program
- **Action 4:** Discuss the situation with your mentor to understand why this was said about your appearance



SCENARIO 4: CHAT COMMENTS



Participants: A group of students are presenting project ideas to their mentor via a virtual meeting. After Adam presents, he notices two students making disrespectful comments about his presentation in the chat box.

What would **YOU** do if you were Adam?

Action to take:

- **Action 1:** Respond in the chat box that the comments are unprofessional and inappropriate
- **Action 2:** Speak directly to the two students if you are comfortable
- **Action 3:** Report this incident to either your sponsor, mentor, program manager, Human Resources, or the Employee Concerns Program
- **Action 4:** Ignore them

FINAL THOUGHTS

Everyone at Jefferson Lab, from employees to users, visitors to contractors, help shape and advance our culture through daily interactions with each other. To have the professional, respectful, and harassment free environment we all expect, each of us must be committed to this common objective and act accordingly.

Ultimately, we rely on you to be informed and appreciate our united responsibility in fostering an environment where all feel welcome, safe, and supported.

Thank you for your effort in this very important endeavor!

Contact Information

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- Rhonda Barbosa x5991
- Employee Concerns
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