

JSA/JEFFERSON LAB COMMUNITY STANDARDS

To ensure a safe, productive, healthful, and harmonious atmosphere for all employees, users, students, guests, visitors, and subcontractors while at the Jefferson Lab, JSA has established a set of standards to guide behaviors while on the premises. It is the policy of JSA to ensure that the entire community at the Lab meets the prescribed standards in order to foster an environment where all feel safe, welcomed and supported in advancing the Lab's mission.

While present at Jefferson Lab it is expected that each person shall:

1. Observe the Community Standards as set forth in this document and by his/her sponsor.
2. Conduct themselves in a manner, which is conducive to the efficient and proper operation of JSA.
3. Comply with a proper direction from the sponsor, Hall Leader, or other appropriate personnel. Proper direction does not require a person to do anything knowingly illegal or unethical that would endanger the environment, the safety or health of the individual or others or the environment.
4. Refrain from any disorderly conduct, illegal activities or disruptive behavior.
5. Exercise courtesy and tact in dealing with fellow others on the Lab campus.
6. Conserve, properly and cost-effectively use resources, protect property, equipment, and materials.
7. Comply with all JSA environmental, health, and safety regulations.
8. Exercise watchfulness in the performance of duties to eliminate potential hazards and protect him/herself and others.

JSA actively promotes a diverse and harassment-free experience for all. Everyone is expected to embody the values of professionalism, respect, and diversity as well as cultivate a supportive and inclusive environment where the opinions of others are embraced. Behaviors not aligned with the Lab's values will not be tolerated. While not all inclusive, the following are examples of improper behavior and prohibited conduct:

1. Discrimination on the basis of race, color, religion, national origin, ancestry, age, sex, sexual orientation, gender identity, marital status, disability, or Vietnam-era or disabled veteran status.
2. Disruptive behavior in the workplace.
3. Harassment in any form including sexual harassment, bullying, or intimidation.
4. Obscene or abusive language and/or offensive verbal comments.
5. Threatening, coercing, or stalking persons.
6. Threats or acts of physical violence or assault.
7. Inappropriate physical contact.
8. Failure to comply with established policies, procedures or practices.
9. Violating environmental, health, or safety rules.
10. Reporting to work when under the influence of, or when ability is impaired by alcohol.
11. Unauthorized use of alcohol on JSA/JLab premises.

12. The unlawful use, possession, or sale of a controlled substance.
13. Unauthorized possession or use of firearms, dangerous weapons, or explosives.
14. Willfully or negligently damaging or defacing JSA, other organizations', or persons' property.
15. Inappropriate use of computer resources.
16. Theft or unauthorized removal of JSA, other organizations', or persons' property.
17. Distribution of materials related to a political issue or the campaign of a candidate.
18. Unauthorized solicitation.
19. Gambling on premises.

If you or someone else feels uncomfortable in the workplace or believe you are subject to a hostile or harassing environment, or have any other related concerns, please contact the Jefferson Lab Ethics Officer (Rhonda Barbosa), immediately at rbarbosa@jlab.org or via the Lab's Ethics Hotline at <http://www.jsaecp.ethicspoint.com>. Alternately, you may contact your sponsor, the respective Associate Director of your sponsor or the D&I Council at dcouncil@jlab.org

SECURITY AND BADGE RESPONSIBILITIES

Badges and access privileges are assigned to unique individuals. Letting other individuals gain access via a badge that is not assigned to them will be treated as a circumvention of laboratory safety systems.

1. Keep your JLab badge with you at all times when onsite and always present it upon request.
2. Do not allow unfamiliar people to enter JLab facilities.

My electronic signature indicates that I have read and understand the JSA/Jefferson Lab "Community Standards" guidelines and that failure to adhere to these standards may result in being barred from further Lab Events, suspension of site access including housing at the SURA Residence Facility and/or removal from site.

This form is valid for one year from date of signature.

