

Fostering a Positive and Respectful Workplace

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

Human Resources & Science Education

Wednesday, May 31, 2023

 Jefferson Lab



YOU MATTER TO US: INCLUSION AT THE LAB

DIVERSITY

Demographic composition (*male, female, age, veteran, education, technical/non-technical staff, etc.*)

INCLUSION

Experience, Belonging, Respect, Value, Fairness

Various opinions are considered, equal access to opportunities (*promotion, development, training activities, mentoring, etc.*)

Inclusion leads to a psychologically safe workplace:

Speak up without fear/offer different view points

Take measured risks, admit mistakes

Ask questions without being judged

Trust between colleagues



COMMUNITY STANDARDS

Welcome to Jefferson Lab!



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

We'd like to take a moment to familiarize you with our Community Standards. Jefferson Lab actively promotes a diverse and 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:

- Offensive verbal comments
- Bullying or deliberate intimidation
- Stalking/following
- Repetitive photography of the same person(s)
- Gender-based insults
- Displaying or circulating sexually suggestive materials
- Inappropriate physical contact
- Unwelcome sexual attention or advances

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 result in disciplinary action, suspension of site access including housing, and/or removal from the site.



If you have a concern or believe you are subjected to a hostile or harassing environment, please contact the Jefferson Lab Ethics Officer, Rhonda Barbosa, via the Lab's Ethics Hotline at <http://www.jsaecp.ethicspoint.com>. Alternately, contact the D&I Council at dcouncil@jlab.org.

JLab Diversity, Equity & Inclusion Webpage

<https://www.jlab.org/human-resources/diversity>



- STANDARDS AND ETHICS
- DEMOGRAPHICS
- DEI STRATEGIC PLAN
- DEI RESOURCES & FAQs

DIVERSITY, EQUITY AND INCLUSION



Stuart Henderson, Director Jefferson Lab

Diversity, Equity & Inclusion Statement from the Director
Fostering an inclusive work environment encourages collaboration across the community, leads to a greater exploration of ideas, and is key to the success of the Lab's mission. Diversity should be embraced in all forms, placing emphasis on positive experiences for our employees, users, and all others that work or visit the Jefferson Lab campus. In all instances, we must strive to hold ourselves accountable and lead by example.

I call for everyone within the Jefferson Lab Community to exemplify the values of professionalism and respect, as well as cultivate a supportive environment where we acknowledge the opinions of others, enhancing scientific discourse with every exchange.

The goals of the Diversity, Equity & Inclusion Program are to:

1. Intentionally create and sustain a professional, ethical, and respectful work environment in which everyone contributes to the Lab's mission while striving for a fully inclusive workplace. This includes deliberate and thoughtful engagement with colleagues.
2. Build and maintain an exceptional workforce that reflects our diverse community. This may require stepping outside of comfort zones to encourage and listen to perspectives dissimilar to our own, giving everyone an opportunity to be heard and understood.
3. Maintain transparency in our communications. Actively promote results and successes in building a diverse and inclusive environment, and propose improvements in any areas where we fall short.
4. Increase diversity within the Lab and the broader scientific/engineering communities in the nation by recruiting, retaining and developing a diverse and talented workforce, while fostering a diverse STEM pipeline through progressive science education and community outreach programs.

Stuart D. Henderson



Rhonda Barbosa
HR Director
Jefferson Lab

"DEIA is about keeping Jefferson Lab competitive. It will prepare us for new ways to attract, retain, motivate and embrace previously untapped perspectives, so we can remain leaders in the advancement of science in the nation."

-R. Barbosa



Jennifer Carter
DEIA Program Manager
Jefferson Lab

"We believe a strong culture of DEIA will help support the lab's core mission and position the lab for future growth. A culture of DEIA is imperative to attracting future scientific and technical minds and developing our talent. We appreciate the differences in our lab community and believe having a diverse workforce provides the lab with new ideas and perspectives, greater collaboration opportunities and further allows us to reach and exceed our goals."

-J. Carter

Any questions, please contact Jennifer Carter, DEIA Program Manager.

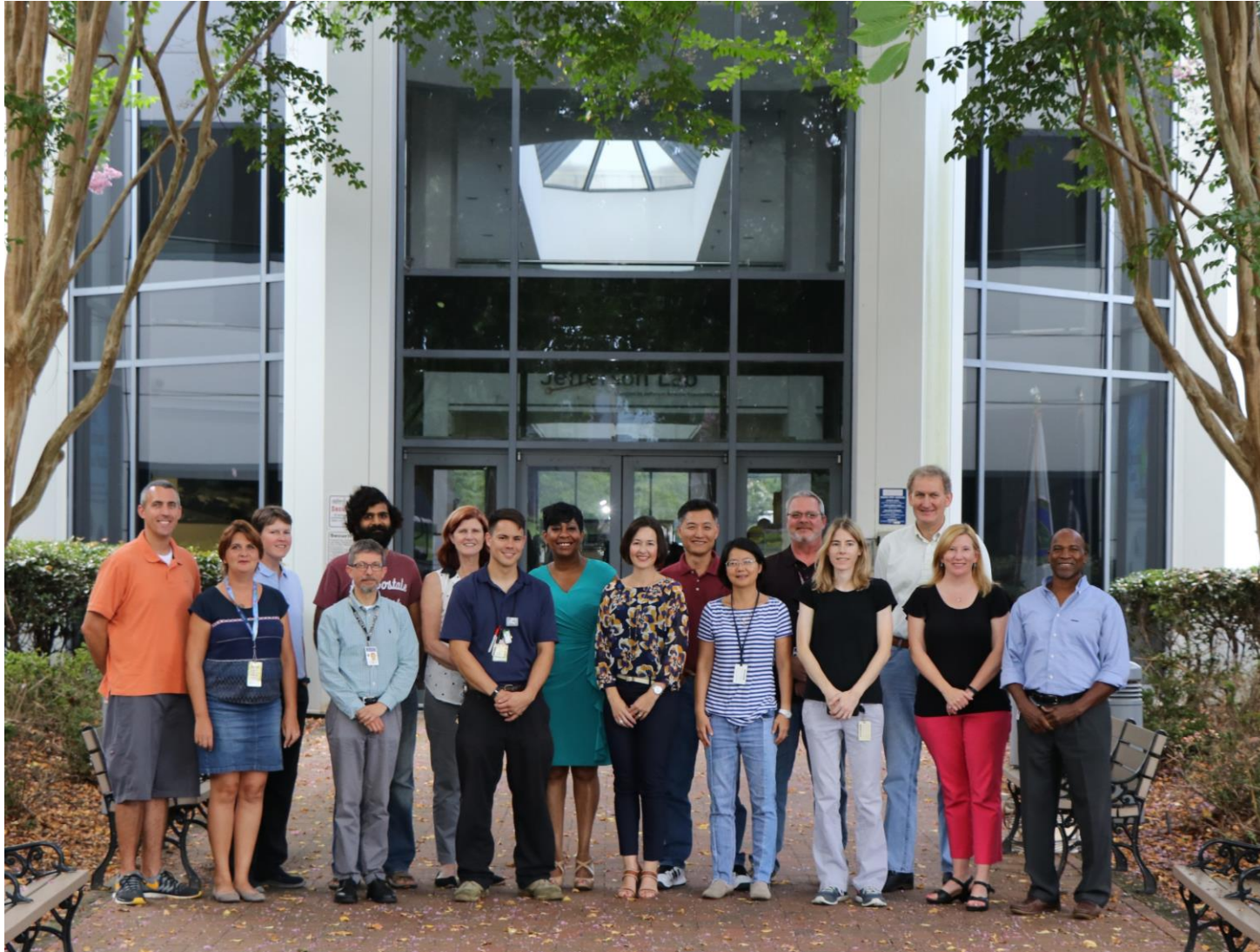
Jefferson Lab is committed to fostering a culture of diversity, equity, inclusion, and accessibility internally, in the DOE and National Lab System, and in our community.

Objectives

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

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

Diversity & Inclusion - Community Standards



Jefferson Lab

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DIVERSE IN COMMUNITY
United in Science

If you or someone else feels uncomfortable in the workplace or believe you are subjected 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.jsaep.ethicspoint.com>. Alternately, you may contact your sponsor or the D&I Council at dcouncil@jlab.org.

At Jefferson Lab

The Lab's policy is to promote an environment

- Respectful and professional
- Values differing opinions
- 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 and Harassment: What's the Difference?

Bullying is unwanted behavior among co-workers 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 morale of the group/individual
- Socially excluding someone or negatively affecting someone's work tasks

Harassment can be a form of discrimination if based on the victim's race, gender, orientation, disability, or other protected characteristics. It includes:

- Any unwanted, unwelcome, physical or verbal behavior that offends or humiliates
- Offensive conduct becomes a condition of continued employment (ex: victim must go on a date/accept sexual advances or miss out on work opportunities)
- Doesn't directly result in lost opportunities, but does make it difficult for the victim to work because of constant ridicule, belittling comments, teasing
- Persists over time



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

Harassment and 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 continual invitations for dates

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

A Hostile Environment?



Harassment: Hostile Work 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



Do You Just Sand By?



Everyone Knows there's a Problem...

- The top reasons why people do not come forward with concerns:
- Fear of retaliation
- Bystander effect (less likely to help someone when others are around)
- Male-dominated work environments



What Actions Bystanders and Victims Should Take

Intervene when you see someone encountering harassment or discrimination:

- Keep a detailed account of the situation or incident(s)
- Interpret it as a problem, and if you feel comfortable, let the person know that his or her behavior makes you feel uncomfortable
- Talk about it with someone who can provide assistance such as your sponsor, program manager, Human Resources staff, Ethics Officer or log your concern via the Employee Concerns Program (ECP)
- **Do not retaliate!** Walk away from the situation as soon as you are uncomfortable
- Seek out professional assistance/support
- Do not engage in gossip with others to rally support

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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 and 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 Guidance

- 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 victim of unwelcome bullying/harassment, you have a responsibility to notify others: speak with 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:

Cassandra Andrews **x7068**


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

A red poster with white text and icons. The title 'EMPLOYEE CONCERNS PROGRAM' is at the top in large, bold, white letters. Below it are four sections: 'WHO CAN REPORT' (Any Employee, User, Student, Visitor, Supplier, or Vendor), 'WHAT TO REPORT' (Fraud, Waste, and Abuse; Safety, Health, or Environmental Concerns; Unethical Conduct; Threats, Harassment, or Unwanted Behavior; Concerns About Any DOE-managed Activity), 'HOW TO REPORT' (Anonymous and Confidential Reporting by Phone 1-888-296-8301 Or On-line at http://www.jsaecp.ethicspoint.com), and 'OUR PLEDGE' (Maintain the Confidentiality of Those Reporting; Quickly and Independently Investigate All Reports; Prevent Retaliation or Adverse Impact on Those Making Good Faith Reports). At the bottom are icons for a laptop, a desktop monitor, and a smartphone. The Jefferson Lab logo is in the bottom right corner.

EMPLOYEE CONCERNS PROGRAM

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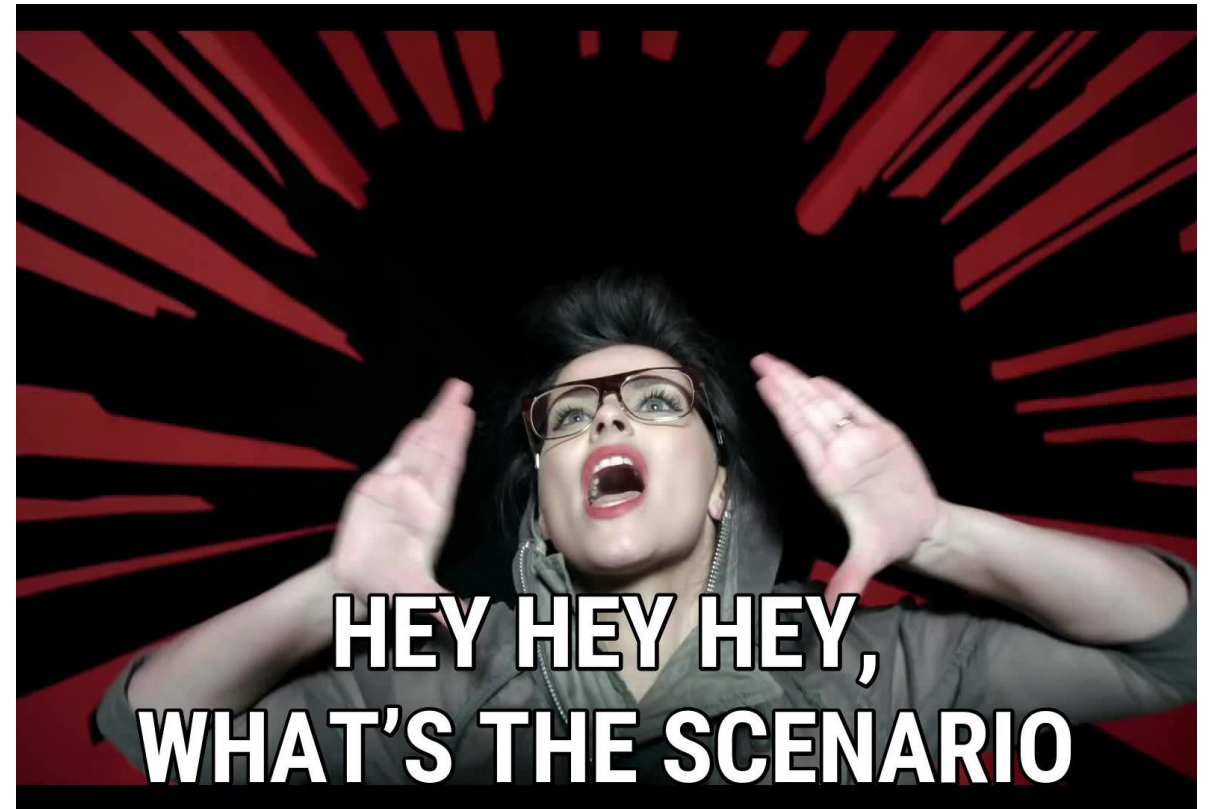
- Maintain the Confidentiality of Those Reporting
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For questions or to learn more about the Lab's Employee Concerns Program, contact the JLab Ethics Officer, Rhonda Barbosa at rbarbosa@jlab.org, or go to the Insight page and select the ECP link under popular applications

Jefferson Lab

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's not your problem
- **Action 5:** Make sure Jessica knows her options and who to go to for help



Scenario 2: Singled Out



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

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

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: Bias in the Workplace

Participants: A white, male senior scientist mentoring a dynamic and gifted black female student, commented that she needed to remove her braids, which he said weren't appropriate and appeared 'unkempt' for a professional work environment if she wanted to advance her research studies.

What would **YOU** do if you were the female student?

Action to take:

- **Action 1:** Keep quiet, you've 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 he holds this position 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

Diversity & Inclusion Statement from the Lab Director

“Intentionally create and sustain a professional, ethical, and respectful work environment in which everyone contributes to the Lab’s mission while striving for a fully inclusive workplace...”

See the full statement on the JLab D&I Webpage

- **Contact Information**
 - Cassandra Andrews **X7068**
 - Rhonda Barbosa **x5991**
 - Employee Concerns Hotline **1-888-296-8301**