

JEFFERSON LAB STANDARDS OF CONDUCT

The JSA community plays an integral part in the success of Jefferson Lab. To ensure a safe, productive, healthful, and harmonious atmosphere for all non-employee personnel while at the facility, JSA sets conduct rules and regulations. It is the policy of JSA to ensure that all personnel meet its prescribed standards of conduct. It is everyone's responsibility to follow the guidelines listed below while on site to support the efforts of the Lab to provide this unique environment.

A. GUIDELINES

Each person shall:

1. Observe the standards of conduct as set forth in this policy 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 order from the sponsor, Hall Leader, or other appropriate personnel. Proper orders are those which do not require a person to do anything knowingly illegal or that would endanger the environment, the safety or health of the individual or others.
4. Refrain from any disorderly conduct, illegal activities or disruptive behaviour.
5. Exercise courtesy and tact in dealing with fellow workers and visitors.
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 co-workers.

B. INAPPROPRIATE CONDUCT

The following are examples of unacceptable conduct which shall subject the person involved to investigation, corrective action, and possible separation from the Lab.

1. Discrimination on the basis of race, color, religion, national origin, ancestry, age, sex, marital status, disability, or Vietnam-era or disabled veteran status.
2. Disruptive behavior in the workplace.
3. Sexual harassment.
4. Obscene or abusive language.
5. Threatening or coercing persons.
6. Threats or acts of physical violence or assault.
7. Failure to comply with established policies, procedures or practices.
8. Violating environmental, health, or safety rules.
9. Reporting to work when under the influence of, or when ability is impaired by alcohol.

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

NOTE: This list is NOT all inclusive and other acts of inappropriate conduct shall also subject individuals to corrective action.

My signature indicates that I have received a copy, read and understand the Jefferson Lab "Standards of Conduct" policy/guidelines and that any violation of this policy may subject me to corrective action.

Signature: _____ Date: _____

Division _____ Dept. _____

Sponsor: _____