

Respect and Responsibility at the MBL



The Marine Biological Laboratory (MBL) provides equal employment opportunities to all employees and all applicants for employment. This policy is intended to be a positive, forward action to improve the employment possibilities for all individuals, and MBL has a strong commitment to enforcing it. It requires the cooperation and consideration of everyone within the MBL community for it to be effective. In addition to employment opportunities, the MBL does not discriminate in admission to, access to, or treatment in any of its programs or activities. To ensure the integrity of MBL's equal employment opportunity practices, the MBL has an Affirmative Action Plan. The purpose of this plan is to apply equality of opportunity in the hiring and of disabled persons, and qualified veterans. MBL is determined to provide a productive working and learning environment where everyone is welcome, differences are valued, and respect and tolerance are practiced.

Disability Assistance

In keeping with Section 504 of the Rehabilitation Act, the MBL is committed to providing effective, reasonable accommodations to qualified individuals with disabilities. The Americans with Disabilities Act of 1990 defines a disability as "a physical or mental impairment that substantially limits one or more major life activities." Major life activities include functions such as walking, seeing, hearing, speaking, breathing, learning, working, or taking care of oneself. If you are a qualified individual with a disability and need an accommodation, contact MBL's EEO Coordinator at eeo@mbi.edu or 508-289-7378 for assistance-preferably before your arrival on campus-so that arrangements can be made.

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 unlawful and will not be tolerated. The definition of unlawful 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, 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 at 508-289-7378 for advice regarding appropriate action to be taken. 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, call (508) 289-7911 for MBL staff attention and 911 for a direct line to the police or the stalking hot line at 1-800- FYI-CALL.

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 (508) 289-7911 for MBL staff attention and/ or 911 for police and emergency medical assistance.

Respecting Personal Property

All members of the MBL Community are expected to adhere to the Code of Conduct (www.mbl.edu/policies/code-of-conduct/) and 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

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.

Questions?

- Contact MBL's Equal Employment Opportunity Coordinator at 508-289-7378 or eeo@mbledu. Copies of complete written policies are available in the Human Resources Office (Homestead Building, Room 110) during normal business hours and are available at www.mbl.edu/policies.
- An ethical workplace begins with you. If you see or suspect harmful activity, don't ignore it. Talk to your manager or contact the MBL's compliance hotline. You do NOT have to give your name.
 - mbl.ethicspoint.com
 - Call toll free: (877) 534-0367