STANDARDS OF CONDUCT

POLICY STATEMENT

The Laboratory does not wish to prescribe personal values or employee conduct during non-working time. The Laboratory must, however, define and enforce a formal policy that prevents employees, consultants or members of our governing bodies from using their positions for purposes that are or that give the appearance of being dishonest, malicious, threatening, or intimidating or otherwise in contravention of the principles and guidelines of the Laboratory’s policies, or motivated by a desire for private financial gain for themselves or others with whom they have family, business, or personal ties. It is the obligation of each employee to be familiar with the contents of this policy and to conduct themselves in an honest, lawful, respectful and ethical manner at all times and to ensure that their actions conform to the content of this policy.

Additionally, members of the scientific staff shall be required to be familiar with the provisions of the Commercial Relations Policy, and the Research Fraud and Professional Misconduct policy and to conduct themselves in accordance with the intent of those policies.

GUIDELINES

Gifts, Gratuities, Favors
Employees may not solicit or accept substantial gifts, gratuities, favors, or excessive entertainment for themselves or for any person or organization that does business or has the potential of doing business with the Laboratory. Excepted from this prohibition are non-cash gifts of nominal value involving normal and ordinary social amenities or sales promotion. All offers of or actual receipt of gifts, even nominal ones, shall be disclosed to the Vice President, Human Resources.

Avoidance of Favoritism or Other Misconduct
The Laboratory does not discourage the employment of qualified members of the same family or persons in similar relationships. However, no such employment relationship should be maintained under circumstances that tend to or appear to provide opportunity for favoritism or to interfere with sound and consistent judgment regarding the work of any employee. The approval of the Vice President, Human Resources after consultation with the Chief Operating Officer is necessary before any employee may work under the supervision of a relative or someone in a similar relationship. To avoid the existence or appearance of favoritism, breaches of confidentiality, misuse of authority or other unprofessional conduct, employees must disclose the existence of a familial (or similar relationship, e.g., co-habiting, “significant other” relationships, etc.) to the Vice President, Human Resources.

Personal Business
Employees may not conduct personal business during normal working time. This prohibition also bars personal use of the Laboratory’s postage, telephones, copy machines, computers or supplies.

Social Media
For the purpose of this policy, social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else’s web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room,
whether or not associated or affiliated with the Laboratory, as well as any other form of electronic communication.

The same principles and guidelines found in the Laboratory’s policies apply to your activities on social media. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may lead to disciplinary action up to and including termination.

Always be fair and courteous to fellow employees and other entities who work on behalf of the Laboratory. Also, keep in mind that you are more likely to resolve work related complaints by speaking directly with your co-workers or managers, or by having Human Resources intervene, than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage colleagues or the Laboratory or that might constitute harassment or bullying.

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about the Laboratory, employees or other entities working on behalf of the Laboratory.

Maintain the confidentiality of the Laboratory’s private or confidential information. Do not post internal reports, policies, procedures or other internal confidential communications.

Express only your personal opinions. Never represent yourself as a spokesperson for the Laboratory. If the Laboratory is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of the Laboratory, its employees, or other entities working on behalf of the Laboratory. If you do publish a blog or post online related to the work you do or subjects associated with the Laboratory, make it clear that you are not speaking on behalf of the Laboratory. It is best to include a disclaimer such as “The postings on this site are my own and do not necessarily reflect the views of Cold Spring Harbor Laboratory.”

Do not use the Laboratory’s logos, trademarks, web addresses, email addresses or other symbols in social media. You may not use the Laboratory’s name or other identifying information to endorse, promote, denigrate or otherwise comment on any product, opinion, cause or person.

Please ensure that engaging in social media does not interfere with your work commitments. Do not use the Laboratory email addresses to register on social networks, blogs or other online tools utilized for personal use.

General Conduct
All employees are prohibited from using their position with the Laboratory in any way that fosters a political ambition or bribery. All employees are expected to report to the Vice President, Human Resources any knowledge of any illegal activity that they may be aware of that concerns the Laboratory, its employees, or affiliates in any way.
ADMINISTRATION

A copy of this policy will be distributed by the Human Resources Department to all scientific and administrative personnel upon hire. New hires will be required to sign a statement to verify that they have read and understand the policy. The Vice President, Human Resources is responsible for distribution of related policy revisions to current employees.

Any actions which are in non-compliance with the policy will be brought to the attention of the Chief Operating Officer for review. The Chief Operating Officer shall be responsible for correcting any non-compliance after appropriate consultation with the President and/or the Executive Committee of the Board of Trustees.

- Willful and serious violations of this policy shall result in termination of employment.
- Non-willful and minor violations will result in a written reprimand. Repeated violations may result in termination of employment.

In the event of the termination of a project or program director or other key official, the appropriate awarding office will be promptly notified.

Retaliation is prohibited. The Laboratory prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another entity for making a good faith report of a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

This policy is not to be considered an employment contract or a guarantee of any kind. The Laboratory reserves the right to interpret, administer, revise, supplement, or rescind policies as it deems appropriate.