

# A.2.1 Unlawful Harassment Policy

Marine Biological Laboratory  
EEO Policy No. A.2.1

Initiated by: Equal Employment Opportunity Coordinator

Approved by: [Illegible text]

sexual orientation, genetics, military status, or participation in discrimination complaint-related activities. Prohibited behavior includes slurs or other derogatory comments, objects, pictures, cartoons, or demeaning gestures connected to one's membership in a protected group.

5.2 The definition of unlawful sexual harassment is any

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informal means is encouraged and, in most instances, will be satisfactory. If more formal action is necessary this may include counseling, warnings, transfers, suspensions, reductions in pay or duties, termination of employment, and/or dismissal from the MBL community. Since retaliation is also unlawful, any such conduct will warrant disciplinary action as well.

#### 9.0 State and Federal Remedies

MBL strongly encourages anyone who believes they have been harassed to br

# **G.1.19 Code of Conduct**

Marine Biological Laboratory  
Policy No. G.1.19

Initiated by: Human Resources Office  
Approved by: MBL Board of Trustees/Audit Committee  
MBL Director  
Date: January 19, 2006  
Revision:

MBL policies that apply to their specific roles. If you are unsure of whether a contemplated action is permitted by law or MBL policy, advice should first be sought from the appropriate resource expert listed in Addendum A before taking action.

Everyone is responsible within his or her scope of work for preventing violations of law and for speaking up if possible violations are observed.

2.2 Existing MBL Policies: In many cases, the MBL expects more than mere compliance with applicable law, and so our policies may contain expectations of conduct not necessarily exclusively grounded in legal requirements. All MBL policies are listed in Addendum B to this policy. Some of these represent internal policies or control procedures and are not necessarily compliance policies. Nevertheless, all members of the MBL community should become familiar with the policies related to their scope of work, particularly those relevant to compliance issues. Existing policies may be updated, revised or deleted from or added to from time to time. The Human Resources office coordinates the maintenance of all MBL policies. Copies of current policies may be accessed internally on the Human Resources web-page on the MBL web-site or obtained from any supervisor, the Grass Reading Room of the MBLWHOI Library or Human Resources office in the Homestead Building.

2.3 Conflicts of Interest: The complex relationships among government, industry, research institutions, and researchers, as well as the demands of commerce necessitate the establishment of guidelines for Trustees, Officers, and scientific & administrative staff regarding conflict of interest in carrying out their duties and obligations. These guidelines have both ethical and legal (federal and state) bases. Generally these guidelines call for disclosure of any situation that could reasonably be considered or even have the appearance of a conflict of interest. Also the interests of the MBL always take precedence. MBL has established policies regarding conflicts of interest. For more information, contact the Human Resources office at (508) 548-1096 or visit the MBL website at [www.mbl.edu](http://www.mbl.edu).

Generally, use of MBL equipment such as computers, copiers and fax machines in the conduct of an outside business or in support of any religious, political or other outside daily activity is not appropriate. Questions about the proper use of company resources should be directed to individual managers.

The MBL wishes to foster new knowledge and secure the benefits for the long-term health of the institution. At the same time there is an obligation to keep MBL information confidential as well as the



I, \_\_\_\_\_, hereby acknowledge and declare that:  
(Print Name)

\_\_\_\_\_ I confirm that I have received, read, and understand the 'Equal Opportunity Policy' and the disciplinary measures for noncompliance.

\_\_\_\_\_ I confirm that I have received, read, and understand the 'Code of Ethics'.

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