

 LINCOLN LABORATORY <small>MASSACHUSETTS INSTITUTE OF TECHNOLOGY</small>	DOCUMENT DO-001, Code of Conduct	DATE 26 August 2020
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CODE OF CONDUCT

Describes the requirements of conduct for all Laboratory personnel and individuals affiliated with the Laboratory.

KEY TAKEAWAYS

- The Code of Conduct is an expression of the ethical values that shape the Laboratory community. Personnel share an ongoing responsibility to follow the Code of Conduct in addition to the Laboratory's policies and procedures.
- As a condition of the Laboratory's prime contract, Laboratory personnel must read and commit to the Code of Conduct.

SUMMARY OF CHANGES

This update designates the Director's Office as the Office of Primary Responsibility and adds sections addressing diversity and inclusion, and research integrity.

1.0 INTRODUCTION

The Laboratory's Code of Conduct expresses the core values of the Laboratory community. The Laboratory's Prime Contract FA8702-15-D-0001 requires that these values be written and readily available to all personnel.

2.0 PROCESS

Laboratory personnel must review the Code of Conduct and acknowledge having done so upon employment at the Laboratory.

2.1. LABORATORY CODE OF CONDUCT

Every member of the Laboratory community is accountable for upholding our Code of Conduct, which includes the following commitments:

- Creating and strengthening an ethical, diverse, inclusive, and supportive environment
- Complying with laws, regulations, and Laboratory-specific policies and procedures
- Upholding our principles of research integrity

All personnel are to maintain a professional decorum and conduct themselves in a manner that fosters mutual respect while executing our mission of advancing technology for national security.

2.1.1. CREATING AN ETHICAL, DIVERSE, INCLUSIVE, AND SUPPORTIVE ATMOSPHERE

All personnel are expected to contribute to an ethical and respectful atmosphere at the Laboratory. The Laboratory believes in and actively supports a workforce with diversity of people, background, experience, and thought. The Laboratory understands that every person brings unique qualities, talents, and dignity to the community and that each individual deserves to be treated in a fair and respectful manner.

Each individual is expected to assess how their actions and statements may affect others and contribute to a respectful and supporting environment.

The Laboratory is committed to providing personnel with the opportunity for self-fulfillment, meaningful employment, and advancement by:

- Creating the best opportunity for diverse talent to be developed, promoted, retained, and led inclusively across all stages of an employee's career
- Promoting open dialogue and an active listening environment where individuals feel a sense of belonging

- Treating others in an inclusive, fair, respectful, and professional manner
- Providing training opportunities for diversity and inclusion competency development

2.1.2. COMPLYING WITH LAWS, REGULATIONS, AND LABORATORY-SPECIFIC POLICIES AND PROCEDURES

Laboratory personnel are expected to comply with Laboratory policies and procedures and with state and federal legal requirements. In particular, employees must remain vigilant to ensure that:

- Laboratory and U.S. government property is used only for approved purposes
- Sensitive information (including classified, proprietary, export-controlled, and privacy-related data) is securely protected
- MIT intellectual property is protected from infringement
- Laboratory and U.S. government resources are conserved
- Employees remain free of any personal conflicts of interest
- The Laboratory environment is free of discrimination, harassment, and racism

It is the responsibility of the Laboratory community to fully cooperate with internal and governmental inquiries into actual or potential violation of law or of Laboratory policies or procedures.

2.1.3. UPHOLDING RESEARCH INTEGRITY

Research integrity is central to the values of the Laboratory. The Laboratory's research integrity principles are to:

- Solely pursue the development of technology for national security
- Honestly and directly report on technical work to sponsors
- Only accept technical work for which it is qualified
- Strive for technical excellence in conducting its research
- Strive for openness in discussing its research in the community
- Transfer the technology it develops to optimize its use for national security
- Not engage in research misconduct, which is defined as fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results

2.1.4. CODE OF CONDUCT SCOPE OF APPLICABILITY

The Code of Conduct applies to all Laboratory personnel and individuals affiliated with the Laboratory including employees, advisory board members, Intergovernmental Personnel Act assignees, subcontractors, consultants, resident subcontractors, interns, Lincoln Scholar students, student advisers, cadets and midshipmen, and research assistants at all locations. The Laboratory's community members thus acknowledge that some activities that are perfectly acceptable to pursue outside the workplace, such as proselytizing with regards to political views, are not proper for a professional environment.

Adherence to the Code of Conduct and to Laboratory policies and procedures in general is a condition of employment.

- Employees, students, interns, and cadets may be subject to disciplinary action (including termination of employment or other relationship with the Laboratory) for violations of the Code of Conduct or other MIT and Laboratory policies and procedures.
- For subcontractors, vendors, and consultants, a violation of the Code of Conduct may lead to a contractual action including suspension or termination.

2.1.5. REPORTING POTENTIAL VIOLATIONS

Violations of the Code of Conduct or Laboratory policies and procedures are detrimental to the Laboratory's community and reputation. Both MIT and Laboratory management encourage and expect community members to report violations or suspected violations of law or Laboratory policies or procedures.

Those who report violations may do so anonymously and will be protected from retaliation.

To share questions or concerns related to the Laboratory's Code of Conduct or to report a violation or suspected violation, refer to the following table for resources and mechanisms:

TITLE OR POSITION	CONTACT
Laboratory Leadership	<ul style="list-style-type: none"> Your supervisor or manager, or Laboratory Senior Leadership in the Director's Office at (781) 981-7000
Laboratory Ethics Office	<ul style="list-style-type: none"> Laboratory Ethics Officer in the MIT Office of General Counsel at (781) 981-7094, or Assistant Laboratory Ethics Officer in Contracting Services Department (CSD) Compliance & Contracts at (781) 981-8344
Laboratory Ethics Hotline	(866) 862-6166 To file a report online: http://www.mitlincolnlaboratory.ethicspoint.com The Ethics Hotline is a 24-hour answering service offered through a third-party service provider called EthicsPoint. Communication with the Ethics Hotline can remain anonymous upon request. <u>Do not disclose classified information to the Ethics Hotline.</u>
Department of Defense Fraud Hotline	(800) 424-9098 To file a report online: http://www.dodig.mil/hotline/
Laboratory Human Resources Department	Human Resources at (781) 981-7064
Laboratory Security Services Department	Laboratory Chief Security Officer at (781) 981-7112

3.0 DEFINITIONS

TERM	DEFINITION
Diversity	A collective mixture of differences and similarities that can be applied to achieve organizational objectives
Inclusion	An organizational effort to create a culture where all employees can perform to their potential without having to navigate artificial barriers

4.0 TRAINING

The courses listed below are provided through the Human Resources Learning Center:

- Annual Ethics Training Refresher (CON00001-RW).
- Active Bystander Intervention – Non-Supervisor (HR00002)
- Active Bystander Intervention – Supervisors (HR00003)
- Standing Up Instead of Standing By (HR00006)

- Harassment Awareness for Supervisors - Skill Building (HR00007)
- Harassment - Legal Overview – Supervisors (HR00009)
- Workplace Violence Prevention (SEC00008)
- Diversity in the Workplace (MRCC91049w-L)
- Prevent Workplace Harassment – Employee (MRCC91048w-L)
- Workplace Complaints and Reporting (MRCC91050w-L)

Code of Conduct training is also provided as part of the new employee orientation.

5.0 APPENDICES

None