

BROOKHAVEN NATIONAL LABORATORY SUMMARY ...A BRIEF OVERVIEW OF LABORATORY POLICIES

Brookhaven National Laboratory, established in 1947, is managed by Brookhaven Science Associates under contract with the U.S. Department of Energy. Brookhaven has become one of the nation's leading scientific research laboratories, whose primary objective has always been to gain a deeper understanding of the laws of nature – the necessary foundation for all technical advances. Brookhaven's multi-disciplinary programs and staff, and the multi-purpose character of its unique research facilities, have fostered a world-wide reputation. We share the use of these facilities, which are beyond the scope of most institutions, with scientists from other academic and industrial laboratories.

The following summary is designed to enhance your Brookhaven experience while providing you with a general understanding of Brookhaven policies.

EQUAL EMPLOYMENT OPPORTUNITY

The Laboratory has a long-standing commitment to a policy of equal opportunity. Our goal is equality of opportunity in all aspects of employment, including placement, development programs, job assignments, transfers and promotions without regard to race, creed, color, gender, sexual orientation, age, national origin, physical or mental disability or veteran status. The Diversity Manager, responsible for equal employment opportunity, is located in building 185A and may be reached on extension 3318.

SEXUAL HARASSMENT POLICY

Brookhaven National Laboratory is committed to maintaining a work environment that is free of threatening, intimidating or harassing conduct, including sexual harassment. Any employee who harasses another employee because of race, religion, color, gender, sexual orientation, national origin, disability, veteran status or other reasons will be subject to disciplinary action up to and including discharge. The Laboratory does not condone sexual harassment of any employee by another employee, supervisor, vendor or guest.

Within the scope of the Laboratory policy, it is the responsibility of each supervisor to create and maintain an atmosphere free of sexual harassment. It is also the supervisor's responsibility to promptly investigate all complaints of sexual harassment and to take appropriate corrective measures which may include disciplinary action. The Laboratory does not tolerate retaliation against employees who report incidents of sexual harassment, or those who participate in the investigation of the complaint.

It is the responsibility of individuals to be aware of the appropriateness of their own conduct and behavior, and to respect the rights of others.

Under federal law, sexual harassment is included as a form of sex discrimination. The basic definition of sexual harassment is: unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, when:

- Submission to such conduct is made a term or condition of employment.
- Submission to or rejection of such conduct is used as a basis for an employment decision affecting the employee.
- The harassment has the purpose or effect of unreasonably interfering with the employee's work performance or creating an environment which is intimidating, hostile or offensive to the employee.

Some examples of sexual harassment are displaying pictures with obvious sexual content, using offensive language or words with sexual overtones, unwanted physical contact, or a remark regarding a sexual relationship. Individuals who believe they have experienced a possible sexual harassment situation are encouraged to make it clear to the other party, either verbally or in writing, that the behavior is unwelcome and/or objectionable.

Several avenues within the Laboratory are available to individuals for filing sexual harassment complaints: The complainant should contact the Supervisor, Division Head or Department Chairperson. As an alternative, or in addition, employees may contact the Diversity Manager on extension 3318 or the Employee Relations Manager on extension 2888.

The Employee Assistance Program professionals can offer emotional support to an employee experiencing a problem, and may be reached on extension 4567.
