

 LINCOLN LABORATORY <small>MASSACHUSETTS INSTITUTE OF TECHNOLOGY</small>	DOCUMENT TCO-001, Code of Conduct	DATE 15 August 2018
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CODE OF CONDUCT

This procedure 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 as well as 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

No changes since 30 January 2017 revision.

1.0 INTRODUCTION

The Laboratory's Code of Conduct expresses the core values of the Laboratory community. The Laboratory's prime contract 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.

3.0 LABORATORY CODE OF CONDUCT

The Laboratory's Code of Conduct ensures that personnel maintain integrity in the following disciplines:

- Contributing to an ethical and supportive atmosphere
- Complying with laws, regulations, and Laboratory-specific policies and procedures

3.1. INTEGRITY IN CONTRIBUTING TO AN ETHICAL AND SUPPORTIVE ATMOSPHERE

All personnel contribute to the ethical atmosphere at the Laboratory. All members of the MIT community are expected to conduct themselves with respect for one another and for each other's property. MIT fosters the attitude that every person brings unique qualities, talents, and dignity to the community and that each individual deserves to be treated and accorded both common decencies and all the benefits of society in a fair and respectful manner.

The Laboratory is committed to providing personnel with the opportunity for individual satisfaction and self-fulfillment, for meaningful employment, and for subsequent advancement. All Laboratory personnel stand to benefit from attention to these basic human needs.

3.2. INTEGRITY IN COMPLYING WITH LAWS, REGULATIONS, AND LABORATORY-SPECIFIC POLICIES AND PROCEDURES

Laboratory personnel are expected to comply with Laboratory policies and procedures, as well as 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

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

3.3. 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 research assistants at all locations.

Adherence to the Code of Conduct and to Laboratory 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 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.

3.4. REPORTING POTENTIAL VIOLATIONS

Violations of the Code of Conduct or Laboratory policies and procedures are detrimental to the Laboratory, its reputation, and its community. Both MIT and the Laboratory's management encourage and trust that community members will 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 reprisal.

For ethics or Code of Conduct-related questions or concerns or to report a violation or suspected violation, the following table lists available 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 the Technology and Contracts Office (TCO) 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 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	Call (800) 424-9098 To file a report online: http://www.dodig.mil/hotline/
Laboratory Human Resources Department	Human Resources (781) 981-7064
Laboratory Security Services Department	Laboratory Chief Security Officer (781) 981-7112

4.0 DEFINITIONS

None

5.0 TRAINING

All new Laboratory staff receives Code of Conduct training from the TCO during the new employee orientation program.

6.0 APPENDICES

None