

## **An Excerpt from USRA Employment Standards**

**3.1 Values and Expectations** USRA's values outline standards of personal and professional conduct that all USRA employees and volunteers must strive to uphold. The values provide a basis for all employees and volunteers to maintain an environment that is productive, positive, enjoyable, safe, and free from harassment and discrimination. USRA employees and volunteers are expected to demonstrate these values in the performance of their assigned job and volunteer service duties:  Passion—for science, technology, and education.  Partnerships—with universities, governments, and the private sector.  Professionalism—through excellence, accountability, and respect for others. USRA employees and volunteers will be evaluated in the context of these values.

**3.2 Drugs, Alcohol, or Controlled Substance** It is USRA's intent and obligation to provide a drug-free, healthful, safe, and secure work environment. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance on USRA premises or while conducting official business or volunteer services off USRA premises is absolutely prohibited. USRA complies with the federal government's Drug-Free Workplace Act of 1988, which requires federal contractors to certify to their contracting agency that they will maintain a drug-free workplace. To comply with the provisions of the Act, USRA has adopted a Drug-Free Workplace Policy. This policy addresses the use of illegal drugs or controlled substances, the abuse of legal drugs or alcohol while on duty, reporting for duty in an impaired condition, or unlawful use of illegal or legal drugs while on duty or at any worksite (USRA or program sponsor site). This policy applies to all employees and volunteers and other individuals working at or visiting a USRA facility. Violations of this policy will result in disciplinary action, up to and including termination, and may have legal consequences. USRA Human Resources is available to help any employee or volunteer as to the local resources of drug counseling, rehabilitation, and group health insurance benefits.

### **3.3 Workplace Violence and Weapons**

To ensure that USRA maintains a workplace safe and free of violence for all employees and volunteers and visitors, USRA has adopted a zero-tolerance practice against violence or any threat of violence that applies to all work locations, including program sponsor sites or any other location where USRA business is transacted. All USRA employees and volunteers are subject to this provision, including contract and temporary employees and volunteers, visitors, program sponsors, and partners on USRA property. Any violation of this policy may subject the offending employee to disciplinary action, up to and including termination. USRA prohibits the possession, use, or transportation of weapons (including firearms) at any time on USRA property, within USRA facilities, in any company-owned or leased vehicle, on any program sponsor site, or while engaging in USRA business. However, if the individual is licensed to carry a firearm or has a concealed gun permit, the individual is permitted to store the firearm within a locked, privately-owned motor vehicle in the USRA parking lot, if not otherwise prohibited by state or federal law.

#### **Prohibited Conduct**

Threats, threatening language, or any other acts of aggression or violence made toward or by a USRA employee or volunteer will not be tolerated. For purposes of this policy, a threat includes any verbal or physical harassment or abuse, any attempt at intimidating or instilling fear in others, menacing gestures, flashing of weapons, stalking, or any other hostile, aggressive, injurious, or destructive action undertaken for the purpose of domination or intimidation. Any employee or volunteer determined to have committed such acts will be subject to disciplinary action, up to and

including termination or service. Non-employees and volunteers engaged in threatening or violent behavior on USRA premises will be reported to the proper authorities.

### **Identification of Dangerous Situations**

USRA discourages employees and volunteers from engaging in any physical confrontation with a violent or potentially violent individual. However, we do expect and encourage employees and volunteers to exercise reasonable judgment in identifying potentially dangerous situations.

### **Procedures for Reporting a Threat**

All potentially dangerous situations, including threats by coworkers or volunteers, should be reported immediately to any member of management with whom the employee or volunteer feels comfortable. In the case of an emergency, the employee should contact 911. Reports of threats may be maintained confidential to the extent maintaining confidentiality does not impede our ability to investigate and respond to the complaints. All threats will be promptly investigated. All employees and volunteers must cooperate with all investigations. No employee or volunteer will be subjected to retaliation, intimidation, or disciplinary action as a result of reporting a threat in good faith under this policy. If USRA determines, after an investigation, that someone has violated this policy, the organization will take swift and appropriate corrective action. If an employee is the recipient of a threat made by an outside party, that employee should follow the steps detailed in this section. It is important for us to be aware of any potential danger in our offices. Indeed, we want to take effective measures to protect everyone from the threat of a violent act by an employee or by anyone else.

### **3.4 Smoke-Free Workplace**

USRA is committed to providing a safe and healthy workplace and promoting the health and well-being of its employees and volunteers. No use of tobacco products, including e-cigarettes and chewing tobacco, will be allowed within the facilities of USRA at any time. Each USRA location has a designated area, which is a safe distance from the building, where employees and volunteers may smoke or use tobacco products. When USRA employees and volunteers are working at program sponsor sites, they are required to follow the smoking policies established for that site.

### **3.5 Solicitations, Distributions, and Bulletin Boards**

USRA prohibits the solicitation, distribution, and posting of materials on official USRA bulletin boards by any employee or non-employee. The sole exceptions to this policy are charitable and community activities supported by USRA management and organization sponsored programs related to USRA's products and services. Employees and volunteers may not solicit any other employee during working time nor may employees and volunteers distribute personal literature in work areas at any time.

### **3.9 Safety**

USRA is committed to protecting the health and safety of its employees and volunteers and the environment. USRA strives to provide a clean, hazard-free, and safe environment in accordance with the Occupational Safety and Health Act of 1970 (OSHA). USRA believes there is no job or volunteer service so urgent that we cannot take the time to perform our work safely and in an environmentally conscientious manner. Employees and volunteers should observe all posted safety rules, adhere to all safety instructions provided by their manager, and use safety equipment when required. It is the employee's or volunteer's responsibility to learn the location of all safety and emergency equipment as well as the safety and/or emergency phone numbers. Employees and volunteers are required to comply with the safety rules of USRA and/or the program sponsor or partner and are expected to

take part in maintaining the environment. Employees and volunteers must participate in yearly safety training. Employees and volunteers should report an accident or injury, including any breach of safety or unsafe equipment, working condition, process, or procedure, to their manager and the Director, Facilities, Safety & Security ([jwassel@usra.edu](mailto:jwassel@usra.edu)). See also Ethics and Compliance Policy.

### **3.10 Office Security**

The USRA security guideline has been devised to promote personal safety as well as to protect personal belongings and organization assets. The organization's staff who are based in USRA-owned or -leased facilities (and certain others who are required to be in HQ regularly) will use badges to gain access to USRA facilities when the office is closed (i.e., weekends, holidays, and before 8:00 a.m. and after 5:00 p.m. on weekdays). In the event of the loss or theft of a badge, fob, or key, notify Facilities immediately. A replacement will be reissued, and the lost badge or fob deactivated and/or pertinent locks changed. USRA employees and volunteers are required to visibly display their badge at all times. All nonemployees and volunteers of the organization, including consultants, vendors, and visitors, should display the appropriate visitor badge that will be provided by the receptionist upon arrival.

#### **Misuse**

The misuse of USRA's ID, including the use for other than official or authorized purposes, repeated loss, failure to carry it within the office suites, or refusal to show it when entering a controlled or restricted area, etc., may result in the forfeiture of the card and revocation of the privileges it conveys. Interior Security Control Admittance to a restricted area (e.g., LAN room, patch panel room, electrical closets, and confidential file rooms maintained by Human Resources/Finance) is limited to personnel assigned to the area and persons who have been specifically authorized access to the area.

### **3.11 Use of Facilities, Equipment, and Property**

Equipment essential in accomplishing job or volunteer service duties is often expensive and may be difficult to replace. When using property, employees and volunteers are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines. Employees and volunteers should notify their supervisor if any equipment, machines, or technology appear to be damaged, defective, or in need of repair. Prompt reporting of loss, damage, defect, and the need for repairs could prevent deterioration of equipment and possible injury to employees and volunteers or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment used on the job or volunteer service. Employees and volunteers also are prohibited from any unauthorized use of the organization's intellectual property, such as audio and video tapes, electronic files, print materials, and software. Improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in discipline, up to and including termination. Employees and volunteers may elect to bring personal property to their work locations; however, employees and volunteers are responsible for any personal items that are brought onto USRA property. USRA assumes no liability for loss or damage to non-organization-owned property. Employees and volunteers are asked to recognize that bringing personal belongings onto USRA property is done so at the employee or volunteer's own risk.

### **3.14 Inventory and Control of USRA Assets**

Employees and volunteers shall not, directly or indirectly, use nor allow others to use any kind of USRA property, including leased property, for other than official purposes. An employee or volunteer

has a duty to protect and conserve USRA's property, including equipment, supplies, and other property entrusted or issued or otherwise available to the employee or volunteer.

### **3.16 No Recording**

USRA is committed to fostering open and honest communications in the workplace while also protecting confidential and proprietary information from accidental or intentional disclosure. In order to maintain confidentiality, USRA has adopted a No Recording Policy. This policy prohibits the unauthorized or undisclosed recording of confidential, proprietary, or personal information or voices belonging to USRA or its employees and volunteers, program sponsors, or contractors during work time, while in work areas, or elsewhere while conducting USRA business. Recordings include audio and/or video by any means, including smartphones. The term "unauthorized" means without the express prior written permission by management or consent by all persons present. The term "undisclosed" means not revealed or made publicly known. Nothing in this policy is designed to interfere, restrain, or prevent communications between employees and volunteers regarding terms and conditions of employment nor intended to infringe on any employee's right to engage in protected concerted activity.