

## **An Excerpt from USRA's Ethics and Compliance Policy**

### **Ethics and Standards of Employment:**

USRA employees and volunteers are expected to be motivated professionals dedicated to the principle of fairness, impartiality, and impeccable moral conduct. USRA employees and volunteers have a duty to

conduct business affairs within both the letter and the spirit of the law. It is the obligation of all USRA employees and volunteers, consultants, and vendors to conduct themselves in an ethical manner in both action and appearance at all levels. USRA employees and volunteers should make ethical responsibility a way of life and it is incumbent upon each one to act within a code of honor that relies upon selfdiscipline. USRA expects that all employee and volunteer activities will be honorable and reflect the trust and confidence placed by USRA in each individual

### **Discrimination:**

Concern for the personal dignity and individual worth of every person is an indispensable element in the standard of conduct that we have set for ourselves. USRA affords equal employment opportunity to all qualified persons without regard to any impermissible criterion or circumstance. This means equal opportunity in regard to each individual's terms and conditions of employment and in regard to any other matter that affects in any way the working environment of the employee. USRA does not tolerate or condone any type of discrimination prohibited by law.

The richness in diversity is an important asset for USRA. Both the similarities and differences in everyone who's a part of the USRA team is valued. This diversity builds a stronger organization and is in keeping with the core values of USRA.

Therefore, USRA is an equal opportunity employer and prohibits discrimination against any applicant or employee because of sex, age, race, creed, color, national origin, sexual orientation, physical or mental disability, marital status, membership in other protected groups or any other consideration made unlawful by federal, state or local laws. This policy includes but is not limited to the following actions: employment upgrading, demotion or transfer; recruitment advertising, layoff or termination, rates of pay or other forms of compensation and selection for training including apprenticeships.

### **Harassment/Violence:**

USRA strives to maintain a professional environment that is based on respect and tolerance. Therefore, any form of harassment on the basis of race, color, religion, national origin, gender, age, disability, marital status, sexual orientation, or veteran's status, will not be tolerated. Our zero-tolerance policy extends to all employees and volunteers, as well as to related parties such as vendors, suppliers, contractors, consultants and customers. Harassment may include but is not limited to:  Verbally derogatory comments (e.g. jokes, threats, whistling)  Physical harassment (e.g. pinching, gestures, unwelcome touching)  Visual harassment (e.g. posters, email, calendars)  Requests for sexual favors in exchange for preferential treatment (e.g. promotions, raises)  - Overt use of title or position to sexually or otherwise harass employees and volunteers

If an individual believes they are being harassed, or if they witnessed harassment of a colleague, it should be reported to their manager, another manager, Human Resources ([hr@usra.edu](mailto:hr@usra.edu)). USRA will act promptly in investigating concerns and directly address the issue with the individuals involved. USRA recognizes the sensitive nature of such claims and will work to ensure confidential treatment of the allegations in order to protect all involved. Retaliation against any employee who reports harassment will not be tolerated.

### **Safety and Health:**

USRA's safety and health policy provides safe working conditions and practices which will contribute to the well-being of the employees and volunteers of USRA. Good safety and loss prevention practices are essential to minimizing the incidence of employee accidents and injuries as well as the losses and damages to property. This policy covers all employees and volunteers. Objectives include:  Fostering a safety conscious attitude on the part of all employees and volunteers.  Minimizing hazard exposures in the workplace.  Meeting statutory requirements of local, state and federal agencies.  Requiring continuous review to ensure that all unsafe conditions are corrected promptly.  Preventing loss or damage to company and/or Government property or equipment.  Assuring that reasonable accommodations are provided to individuals with physical and mental limitations.  Performing periodic safety inspections to identify potential problems.

### **Environment:**

As an organization and as individuals, everyone must carry out their jobs or volunteer services in a manner that protects our natural resources and complies with all federal and state environmental laws.

### **Alcohol, Illegal Drugs, and Firearms:**

USRA is committed to a drug and alcohol free workplace and environment. Reporting to work or performing volunteer services under the influence of any illegal drug or alcohol, having an illegal drug in an individual's system, or using, possessing, distributing or selling illegal drugs while on USRA premises or while conducting USRA business is a violation of policy and may result in immediate termination. USRA prohibits the use and/or possession of firearms on USRA premises. All employees and volunteers are responsible for adhering to this policy and reporting any improper use or distribution of drugs or alcohol or firearms in our workplace.

### **Conflicts of Interest:**

Individuals must be alert to any situation that could compromise the position of trust held by them as a USRA employee, and avoid any kind of conflict between personal interests and those of USRA.

Employees and volunteers may not engage in outside activities that conflict with USRA's interests, interfere with the responsibilities of other employees and volunteers, or damage or misuse its reputation, relationships, confidential information or other property.

Employees and volunteers should never use their position with USRA, or information acquired during employment or volunteer services, in a manner that may create a conflict—or the appearance of a

conflict— between their personal interests and the interests of USRA or its customers and clients. They also should be aware that actual or potential conflicts of interest may arise not just from dealings with external parties, such as customers or suppliers, but also from relationships or transactions with leaders, direct reports or other employees and volunteers.

If a conflict or potential conflict arises, employees and volunteers must report it immediately to the USRA Ethics and Compliance Officer.

Additional Information on USRA's Ethics Policy, relevant to volunteers can be obtained by contacting: [hr@usra.edu](mailto:hr@usra.edu)