

General Sciences Mentoring Program
Guidance on Laboratory Employment Policies and Resources for Mentors

Understanding Laboratory Policies

Berkeley Lab's Regulations and Procedures Manual (RPM) includes most of the policies pertinent to matters of institutional operation, such as safety, human resources, and financial management. The RPM embodies the policies and procedures within which all Laboratory employees need to operate and make decisions.

The RPM can be accessed online at <http://www.lbl.gov/Workplace/RPM/TOC.html>

For guidance in interpreting the RPM in regards to your particular situation, contact your HR Center staff (see page 5).

Conducting Work Ethically:

As members of the UC community, we are committed to the highest ethical values that further UC's mission of teaching, research, and public service.

We are committed to:

- **Integrity:** We will conduct ourselves with integrity in our dealings with and on behalf of the Laboratory.
- **Excellence:** We will conscientiously strive for excellence in our work.
- **Accountability:** We will be accountable as individuals and as members of this community for our ethical conduct and for

compliance with applicable laws and Laboratory policies and directives.

- **Respect:** We will respect the rights and dignity of others.

Addressing Employee Concerns

Employee concerns must be addressed promptly, respectfully, and effectively through either the Employees Concern Program or Whistleblower Policy.

Employee Concerns Program:

Employees are encouraged to discuss concerns with their immediate supervisor, or their HR Center staff. However, as mentors if you receive a report of suspected improper activity or health and safety concerns, you have a responsibility to elevate the concern to Division management or HR Center staff. Take care to protect the identity of the concerned individual if confidentiality has been requested.

To learn more about the Laboratory process for reporting and investigating allegations and for protection from retaliation go to RPM Sections

- 2.05 J
<http://www.lbl.gov/Workplace/RPM/R2.05.html#RTFToC47>
- 2.05 K
<http://www.lbl.gov/Workplace/RPM/R2.05.html#RTFToC72>

Whistleblower Policy:

A Whistleblower is an individual who is protected from retaliation under Laboratory policy, state law, and federal regulations. For example, such protection is provided when an individual refuses to conduct an illegal order, or makes a good faith report of an improper activity or a substantial health and safety concern.

Preventing Harassment and Workplace Violence

Mentors must not promise to keep claims of harassment, threat, or violent act confidential. Information will be shared as needed to resolve claims/issues.

Employees have the responsibility to create and maintain a community in which everyone can work together in an atmosphere of respect and civility, free of harassment and threatening behaviors. If your mentee brings any of the following to your attention please contact your HR Center.

- **Sexual harassment** is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that unreasonably interferes with a person's work or educational performance, or creates an intimidating, hostile, or offensive working or learning environment.
- **Harassment** consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status, such as sex or other protected status as defined in the Laboratory's nondiscrimination RPM 2.01B.1a

It is the policy of the Laboratory not to engage in discrimination against or harassment of any person employed by or seeking employment with the Laboratory on the basis of race, color, national origin, religion, sex, gender identity, pregnancy,^[1] physical or mental disability, medical condition (cancer-related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services (as defined by the Uniformed Services Employment and Re-employment Rights Act of 1994).^[2] This policy is intended to be consistent with the provisions of applicable State and Federal laws and Laboratory policies. This applies to all personnel

actions, including hiring, transfer, training, promotion, termination, and other terms and conditions of employment.

- Any **threat or violent act** by an individual associated with Berkeley Lab, including any employee, contractor, guest, or student, will be considered serious misconduct and may be the basis for disciplinary action or dismissal.

Lawrence Berkeley National Laboratory

Resources

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General Sciences HR Center Staff:

Accelerator & Fusion Research Division

Sr. HR Division Partner

Diane Heim (DMHeim@lbl.gov, x2802)

HR Assistant

Sylvia Garcia (SGarcia@lbl.gov, x2828)

Nuclear Science & Physics Divisions

Sr. HR Division Partner

Carolyn Charles (CGCharles@lbl.gov, x6619)

HR Assistant

Arlene Miller (ATMiller@lbl.gov, x4563)

Employee Assistance Program – CARE Services

<http://www.uhs.berkeley.edu/facstaff/care/index.shtml>

Email: careserv@uhs.berkeley.edu

Address: University Health Services, Tang Center
2222 Bancroft Way, Suite 3100
Berkeley, CA 94720-4300

In case of emergency

If you or an employee experience an immediate threat, dial 7911 (or 9-911 from a campus phone).