

MassBioDrive Code of Conduct

MassBioDrive institutes this policy as part of its commitment to a safer and more supportive organizational climate and to the prevention and reduction of the incidence and effects of discrimination, harassment, and sexual violence at the workplace. MassBioDrive recognizes that discrimination, harassment, and sexual violence present unique issues for its workforce.

MassBioDrive expects all volunteers, mentors, experts, sponsors, contractors, startups, and guests [hereinafter “community members”] and employees to comply with this policy.

MassBioDrive considers violation of this Code of Conduct to be a serious matter. Any conduct that adversely affects or is otherwise detrimental to the interests of MassBioDrive, other employees, or other community members may also result in disciplinary action, up to and including immediate termination, removal from MassBio’s premises, events, or programs and/or termination of any relationships with MassBio.

The rules set forth below are intended to provide employees and community members with notice of what is expected of them. However, such rules cannot possibly identify every type of unacceptable conduct and performance. Employees and community members may be disciplined for misconduct, including but not limited to the following:

- a. Discrimination and/or harassment on the basis of race, color, national origin, ancestry, religious creed, age, sex or gender (including pregnancy childbirth, and related medical conditions), sexual orientation, gender identity or expression, physical or mental disability, genetic information, veteran status, military status, or any other basis covered by federal, state, or local law
- b. Sexual violence including but not limited to sexual harassment, a completed nonconsensual sex act (i.e., rape), an attempted nonconsensual sex act, abusive sexual contact (i.e., unwanted touching), and non-contact sexual abuse (e.g., threatened sexual violence, exhibitionism, verbal harassment)
- c. Quid pro quo (this for that) sexual harassment, which occurs when a supervisor, manager, or other authority figure offers or suggests that a community member will be given something, such as any sort of advantage or special treatment in exchange for some sort of sexual favor

- d. Stalking, harassing, intimidating or threatening including but not limited to following or spying on a person, appearing at a person's home or work, engaging in unwanted, harassing, or threatening phone calling, emailing, texting, etc., waiting at places in order to make unwanted contact with the survivor or to monitor the survivor, leaving unwanted items, presents, or flowers for the survivor, and posting information or spreading rumors about the survivor on the internet, in a public place, or by word of mouth
- e. Intimidation or retaliation against anyone who raises a concern, makes a report, or participates in an investigation

A person who wishes to report a violation of this policy should contact **drive@massbio.org**. Any allegations of violations of this policy will be immediately investigated. MassBioDrive will not subject employees or community members who report a violation of this policy to work-related or personal retaliation, as described in section b.

MassBioDrive reserves the right to proceed directly to a written warning, removal, or termination for misconduct without resort to prior disciplinary steps, when MassBioDrive deems such action appropriate.

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