



ASSOCIATION OF UNIVERSITIES FOR RESEARCH IN ASTRONOMY, INC.

GEMINI OBSERVATORY LARGE SYNOPTIC SURVEY TELESCOPE NATIONAL OPTICAL ASTRONOMY OBSERVATORY NATIONAL SOLAR OBSERVATORY SPACE TELESCOPE SCIENCE INSTITUTE

AURA affirms its commitment to ensure an environment of the highest professional and ethical standards of conduct. All employees, vendors, participants in AURA programs and activities, and visitors to its centers and facilities are expected to comply with AURA's Standards of Workplace Conduct and to take appropriate measures to ensure that their conduct reflects our values of civility, respect and inclusiveness and that prohibited conduct does not occur. AURA's Standards of Workplace Conduct Policy Covers:

Sexual Harassment

AURA will not tolerate sexual harassment perpetrated by or against any employee, vendor, participants in AURA programs and activities, or visitors to its centers and facilities.

Other Harassment & Bullying

AURA prohibits any form of illegal harassment of any individual because of race, religion, color, gender, age, national origin, disability, marital status, veteran status, sexual orientation, gender identity or expression, or any other protected class.

AURA also strictly prohibits bullying. Bullying is generally defined as unwelcome or unreasonable behavior that demeans, intimidates, humiliates, or sabotages the work of people, either as individuals or as a group. Bullying behavior is most often pervasive, persistent and part of a pattern, but it can also occur as a single egregious incident.

Any person who believes that they have been subjected to prohibited harassment, discrimination, or bullying should immediately file a complaint with Human Resources. If any individual is unable or uncomfortable filing a complaint with Human Resources, they should contact Site/Center Management or file a complaint online through EthicsPoint at <https://secure.ethicspoint.com>. Contact information for each site/center is attached. In the U.S. individuals can also file a complaint by phone through the IntegrityLine at 855-257-4106.

Individual(s) who witness or are aware of suspected incidents of prohibited harassment, discrimination, or bullying are strongly encouraged to report the incident to Human Resources or Site/Center Management.

AURA expressly prohibits retaliation against any individual who has made a good-faith complaint of harassment, bullying or any other prohibited behavior, cooperated with the investigation of a complaint, or acted as a witness during the investigation of a complaint.

A full copy of the Standards of Workplace Conduct is available on AURA's website at www.aura-astronomy.org or can be requested at the Site/Center. Any questions regarding this policy should be directed to Lynda Dec, HR Division Chief, (520) 318-8247, ldec@aura-astronomy.org.

By signing this acknowledgement, you affirm that you have read and understand your responsibilities while conducting business with AURA and visiting its Sites/Centers.

Print Name

Organization

Signature

Date

Host

AURA HUMAN RESOURCES OFFICE
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