

LAWRENCE BERKELEY NATIONAL LABORATORY (LBNL) POLICY HIGHLIGHTS

Please read the policy highlights listed below. The complete text of the LBNL policies are in the *Regulations and Procedures Manual (RPM)* accessible on-line at <http://www.lbl.gov/Workplace/RPM/>. Policy reminders, changes, and proposed changes are published in the Berkeley Lab Online Newsletter, *Today at Berkeley Lab* (<http://www.lbl.gov/today/>).

Policy Title	LBNL Policy Highlights
Equal Employment Opportunity / Affirmative Action	The Laboratory will not engage in discriminatory practices against any person employed or seeking employment because of race, color, religion, marital status, national origin, ancestry, sex, sexual orientation, physical or mental disability, medical condition, age, citizenship, or status as a covered veteran, special disabled veteran, Vietnam-era veteran, veteran who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized, or any veteran during the one-year period that begins on the date of such veteran's discharge or release from active duty. The Laboratory's policy is to take affirmative action, through formally written affirmative action plans, for minorities, women, individuals with disabilities, special disabled veterans, Vietnam-era veterans, and any other veteran who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized. The complete text of the Laboratory's policy on affirmative action/EEO may be found in RPM 2.05, http://www.lbl.gov/Workplace/RPM/R2.05.html .
Sexual Harassment	The University of California is committed to creating and maintaining a community where all persons who participate in University programs and activities can work and learn together in an atmosphere free of all forms of harassment, exploitation, or intimidation. Every member of the University community should be aware that the University is strongly opposed to sexual harassment, and that such behavior is prohibited both by law and by University policy. The University will respond promptly and effectively to reports of sexual harassment, and will take appropriate action to prevent, to correct, and if necessary, to discipline behavior that violates this policy. The University of California's policy and procedures concerning sexual harassment apply to Berkeley Lab and are part of RPM 2.01, http://www.lbl.gov/Workplace/RPM/R2.01.html and RPM 2.05, http://www.lbl.gov/Workplace/RPM/R2.05.html .
Workplace Substance Abuse	The Laboratory recognizes dependency on alcohol and other drugs as a treatable condition and offers programs and services for employees and students with substance dependency problems. Employees are encouraged to seek assistance, as appropriate, from employee support programs, health centers, and counseling or psychological services available through the Laboratory's Employee Assistance Program (CARE Services). The Laboratory strives to maintain a work site free from the illegal use, possession, or distribution of alcohol or controlled substances, and has legal consequences for those who violate the policy (http://www.lbl.gov/Workplace/RPM/R2.23.html#RTFToC3). Information about the Laboratory's Employee Assistance Program is available at http://www.uhs.berkeley.edu/facstaff/care/index.shtml .
Stopping Unsafe Work	All Lab employees, contractors, and participating guests are responsible for stopping work activities considered to be an imminent danger, which is defined as any conditions or practices that could reasonably be expected to cause death, serious injury, or environmental harm. Stopping unsafe work applies to all activities conducted at the Lab and off-site facilities operated by Lab personnel, except locations and personnel under the jurisdiction of the Memorandum of Understanding Between UCB and LBNL Concerning Environment, Health and Safety Policies and Procedures (Appendix VI, Policy on Authority for Stopping Unsafe Work at the University of California at Berkeley). http://www.lbl.gov/ehs/ism/Index.html . In an emergency, call 7911 from any Lab telephone. If you have safety-related questions, contact your division's Safety Coordinator.

Integrated Safety Management	<p>Integrated System Management (ISM) is simply how we do business at LBNL. It establishes our commitment to work safely, in a manner that strives for the highest degree of protection for everyone who works at the Berkeley Lab. We believe that every member of our community will be assured of a more healthful and safe environment if the principles of ISM are supported and observed by everyone, including contractors and visitors. Safety Symbols Health, safety, and protection of the environment are major priorities in all LBNL operations. Employees, contractors, and visitors must be familiar with all environment, health, and safety requirements generally applicable to everyone who works at the Berkeley Lab, and must know the hazards in the assigned work area, the level of protection required, specific safe work practices, and applicable health and safety requirements. It is an LBNL expectation that all employees, contractors, and visitors adhere to the ISM principles and functions and implement them into all work activities. By practicing these principles, your work will be planned and performed safely. Further information may be found at http://www.lbl.gov/ehs/pub811/index.html and will find PUB-3140, Berkeley Lab's official ISM policy document, at http://www.lbl.gov/ehs/ism/Title.html.</p>
Lab Phones for Lab Use	<p>Personal Calls - Laboratory desktop and cellular telephones are for official business, and the Laboratory pays for each official call. Use of Laboratory telephones for brief personal calls is permitted when required by changes in work plans, emergencies, or coordination of work activities with family members or others who can be reached only during working hours. These calls are also treated as official calls and are paid for by the Laboratory. Desktop Telephone - If an employee finds it necessary to use a Laboratory desktop telephone for a personal call not treated as an official call (see above), the employee is responsible for the cost of the call. Pay telephones are located throughout the Laboratory for the convenience of employees. See the General Information/Pay Telephone Locations on the Telephone Services Center Web site for specific locations. Cellular Personal Calls - Laboratory cellular telephones are intended for official business use. Issuance of a cellular phone must be approved by the employee's division management. Employees must acknowledge receipt of the cellular procedures governing the use of Laboratory cell phones by returning a signed copy to Telephone Services MS 50E0101 prior to receiving a Laboratory cell phone. If an employee does not adhere to the cellular procedures, his/her Laboratory cell phone may be disconnected, and further disciplinary action may be taken. The complete text of the Lab's policy on Lab phone use may be found in RPM 9.02., http://www.lbl.gov/Workplace/RPM/R9.02.html.</p>
Use of Lab Property & Supplies	<p>Laboratory facilities, tools, supplies, materials, and equipment (including computers and official vehicles) are U.S. Government property. Their use on or off-site must be for official business only. The complete text of the policy on the use of Lab property and supplies may be found in the Lab Property Manual, http://www.lbl.gov/Workplace/CFO/assets/docs/pro/prty/PropertyManual.pdf. The complete text of the Laboratory's policy on the use of Laboratory property and supplies may be found in RPM 11.39, http://www.lbl.gov/Workplace/RPM/R11.39.html.</p>
Moving Traffic Violations	<p>All individuals operating motor vehicles or bicycles on Laboratory property must comply with the California Vehicle Code and Berkeley Lab traffic and parking regulations. Permission to operate a vehicle or bicycle on Laboratory property is subject to the control of the Laboratory Security Manager and may be revoked at any time. Because of the steep terrain, all skateboards, scooters, and in-line skates are prohibited. Unless otherwise posted, the maximum speed limit on all Laboratory property is 25 miles per hour (for all but emergency vehicles) or slower as conditions require. Parking permits must be visible when individuals enter Berkeley Lab gates. Operators of Laboratory-furnished vehicles are personally responsible for the payment of fines levied by public law enforcement agencies and will receive parking violation points levied for violation of Laboratory parking regulations. For Laboratory parking policy, see the Parking Enforcement System, http://www.lbl.gov/Workplace/site-access/parking/parkingEnforcement.html. The complete text of the Laboratory's policy on Operation and Parking of Motor Vehicles and Bicycles may be found in RPM 1.04, http://www.lbl.gov/Workplace/RPM/R1.04.html.</p>
Smoking on Lab Property	<p>It is the Laboratory's objective to create and maintain an environment as close to smoke-free as practicably possible. In addition, the Laboratory is located in an environment that poses severe hazards from wildland fires and is obliged to ensure that outdoor smoking is restricted to safe areas. Smoking is not allowed in these areas: in any Lab building, in any Lab vehicle, within 25 feet (7.62 meters) from any Lab building, on decks or stairs, in areas with vegetation, or in any area posted as "no smoking". Smoking is permitted in outdoor areas that are 25 feet (7.62 meters) away from buildings and are paved with asphalt, brick, or concrete. The complete text of the Laboratory's policy is found in the RPM, http://www.lbl.gov/Workplace/RPM/R2.23.html#RTFToC30.</p>