

## **IMR EMPLOYEE POLICIES**

<b>Employment Status &amp; Records</b>		<b>Page</b>
202	Access to Personnel Files	2
203	Personnel Data Changes	3
<b>Employee Benefit Programs</b>		
300	Employee Benefits Overview	4
301	Vacation Benefits	5
302	Holidays	7
304	Sick Leave & Family Leave Benefits	8
305	Time off to Vote	10
306	Jury Duty	11
303	Workers Compensation Benefits	12
<b>Employee Conduct</b>		
601	Employee Conduct, Discipline and Termination	13
105	Outside Employment	15
501	Safety	16
506	Computer, Internet & E-mail Usage	18
503	Smoking	20
602	Drug & Alcohol Use	21
603	Sexual & Other Unlawful Harassment	22
604	Attendance & Punctuality	24
605	Personal Appearance	25
505	Visitors in Workplace	26

<b>Institute for Medical Research, Inc.</b>	<b>Policy on Access to Personnel Files</b>	No. 202	
		Effective Date 4/14/09	
		Revision Date	
		Final Approval	Approved by IMR Board of Directors: 4/14/09

**Purpose**

To establish IMR's policy on access to personnel files.

**Scope**

IMR Employees and Investigators

**Policy**

IMR maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

Personnel files are the property of IMR, and access to the information they contain is restricted. Generally, only supervisors and management personnel of IMR who have a business purpose to review information in a file are allowed to do so. Any requests to review personnel files will be reviewed on a case by case basis.

Employees who wish to review their own file should contact the IMR Administrative Office. With reasonable advance notice, employees may review their own personnel files in IMR's offices and in the presence of an individual appointed by IMR to maintain the files.

<b>Institute for Medical Research, Inc.</b>	<b>Policy on Personnel Data Changes</b>	No. 203	
		Effective Date 4/14/09	
		Revision Date	
		Final Approval	Approved by IMR Board of Directors: 4/14/09

**Purpose**

To establish IMR's policy on personnel data changes.

**Scope**

IMR Employees

**Policy**

It is the responsibility of each employee to promptly notify IMR of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational achievements, and other such status reports should be accurate and current at all times. Notify the IMR Administrative Office immediately of any changes.

<b>Institute for Medical Research, Inc.</b>	<b>Employee Benefits Overview</b>	No. 300	
		Effective Date 4/14/09	
		Revision Date	
		Final Approval	Approved by IMR Board of Directors: 4/14/09

**Purpose**

To establish an overview of IMR’s employee benefits.

**Scope**

IMR Employees and Investigators

**Policy**

Eligible employees at IMR are provided a wide range of benefits. A number of the programs (such as Social Security, workers' compensation, state disability, and unemployment insurance) cover all employees in the manner prescribed by law.

Eligibility for additional benefits is dependent upon a variety of factors, including employment category. Your supervisor or the IMR Administrative Staff can identify the programs for which you are eligible. Details of many of these programs can be found in the Employee Handbook or obtained from the IMR Administrative Office.

The following benefit programs are available to eligible employees and may require contributions from both the employer and the employee:

- \* 403b retirement plan
- \* Health/Dental/Vision/Life Insurance
- \* Holidays
- \* Jury Duty Leave
- \* Sick Leave Benefits
- \* Vacation Benefits

**Medical & Other Insurance:** An employee is eligible for health/life/dental/vision insurance coverage to become effective the first of the month following the first day of employment. Benefits are available for Full and Part-time employees working a minimum of 25 hours per week. Health costs will be charged to the Investigator account.

**Retirement Benefits:** Employee is working a minimum of 20 hours per week and is immediately eligible to contribute to a 403(b) tax deferred annuity. After a 6-month waiting period, the employee is eligible to receive 100% matching of the employee’s contributions at a rate of 7% of salary or a maximum amount of \$3,500 per year. The employee becomes fully vested after three years. Should the employee leave prior to being fully vested, the funds are reimbursed to the Investigator.

<b>Institute for Medical Research, Inc.</b>	<b>Policy on Vacation Benefits</b>	No. 301	
		Effective Date 4/14/09	
		Revision Date	
		Final Approval	Approved by IMR Board of Directors: 4/14/09

**Purpose**

To establish IMR's vacation benefits.

**Scope**

IMR Employees and Investigators

**Policy**

The amount of paid vacation time employees accrue each year increases with the length of their employment as shown in the following schedule:

- Upon initial eligibility a full-time employee is entitled to 13 vacation days each year, accrued biweekly at the rate of 0.500 days.
- After 3 years of eligible service a full-time employee is entitled to 20 vacation days each year, accrued biweekly at the rate of 0.769 days.
- After 15 years of eligible service a full-time employee is entitled to 26 vacation days each year, accrued biweekly at the rate of 1 day.

Leave accrual for employees who work less than full time is pro-rated based on the number of regular hours worked per pay period. Intermittent employees will not usually accrue leave. If however, a supervisor believes based on the employee's superior qualifications, it is appropriate and necessary for recruitment and retention of an intermittent employee, a written request may be made by the supervisor to the Executive Director for that employee to accrue leave.

The length of eligible service is calculated on the basis of a "benefit year." This is the 12-month period that begins when the employee starts to earn vacation time. An employee's benefit year may be extended for any significant leave of absence except military leave of absence. Military leave has no effect on this calculation.

Once employees enter an eligible employment category, they begin to earn paid vacation time according to the schedule. They can request use of vacation time after it is earned.

Paid vacation time can be used in minimum increments of one-quarter hour. To take vacation, employees should request advance approval from their supervisors. Requests will be reviewed based on a number of factors, including business needs and staffing requirements.

Vacation time off is paid at the employee's base pay rate at the time of vacation.

Employees are encouraged to use available paid vacation time for rest, relaxation, and personal pursuits. In the event that available vacation is not used by the end of the benefit year, employees will forfeit the unused time unless the employer provides written approval for the employee to carry the leave over into the next calendar year. However, final approval to carry over leave lies with the Executive Director of IMR. Employees will be limited to a maximum carry over of 240 hours annual leave into the next benefit year.

Upon termination of employment, employees will be paid for unused vacation time that has been earned through the last day of work.

<b>Institute for Medical Research, Inc.</b>	<b>Policy on Holidays</b>	No. 302	
		Effective Date 4/14/09	
		Revision Date	
		Final Approval	Approved by IMR Board of Directors: 4/14/09

**Purpose**

To establish IMR's policy on holidays.

**Scope**

IMR Employees and Investigators

**Policy**

IMR recognizes the following holidays:

- New Year's Day (January 1)
- Martin Luther King, Jr. Day (third Monday in January)
- Presidents' Day (third Monday in February)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Columbus Day (second Monday in October)
- Veterans' Day (November 11)
- Thanksgiving (fourth Thursday in November)
- Christmas (December 25)

Eligible employees will receive paid holiday time based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day. Eligible employee categories:

- Regular full-time employees
- Regular part-time employees

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday.

If a recognized holiday falls during an eligible employee's paid absence (such as vacation or sick leave), holiday pay will be given in lieu of a charge to vacation or sick leave.

If eligible nonexempt employees work on a recognized holiday, they will receive double time for holiday pay.

<b>Institute for Medical Research, Inc.</b>	<b>Policy on Sick Leave and Family Leave Benefits</b>	No. 304	
		Effective Date 4/14/09	
		Revision Date	
		Final Approval	Approved by IMR Board of Directors: 4/14/09

**Purpose**

To establish IMR's policy on sick leave and family leave benefits.

**Scope**

IMR Employees and Investigators

**Policy**

IMR provides paid sick leave benefits to all eligible employees for periods of temporary absence due to illnesses or injuries.

Eligible employees will accrue sick leave benefits at the rate of 13 days per year (4 hours for every 80 hours worked). Leave accrual for employees who work less than full time is pro-rated based on the number of regular hours worked per pay period.

Intermittent employees will not usually accrue leave. If however, a supervisor believes based on the employee's superior qualifications, it is appropriate and necessary for recruitment and retention of an intermittent employee, a written request may be made by the supervisor to the Executive Director for that employee to accrue leave

Paid sick leave can be used in minimum increments of one-quarter hour. An eligible employee may use sick leave for an absence due to his or her own illness or injury; for medical, dental or optical treatments or examination; for illness, injury or treatment/examination of a child, parent, or spouse of the employee; when exposed to a contagious disease which may jeopardize the health of others; or for bereavement purposes.

"Family member" means the following relatives of the employee: spouse, and parent thereof; parents; brothers and sisters and spouse's thereof; and any individual related by blood or affinity whose close association with the employee is the equivalent of a family membership.

Employees who are unable to report to work due to illness or injury should notify their direct supervisor before the scheduled start of their workday, if possible. The direct supervisor must also be contacted on each additional day of absence. If an employee is absent for three or more consecutive days due to illness or injury, a physician's statement may be required verifying the disability and its beginning and expected ending dates. Such verification may be requested for other sick leave absences as well and may be required as a condition to receiving sick leave benefits.

Before returning to work from a sick leave absence of ten calendar days or more, an employee may be required to provide a physician's verification that he or she may safely return to work.

Sick leave benefits will be calculated based on the employee's base pay rate at the time of absence. Unused sick leave benefits are not subject to carry over requirements and will continue to accrue until used or employment is terminated. Unused sick leave benefits will not be paid to employees while they are employed or upon termination of employment.

<b>Institute for Medical Research, Inc.</b>	<b>Policy on Time Off to Vote</b>	No. 305	
		Effective Date 4/14/09	
		Revision Date	
		Final Approval	Approved by IMR Board of Directors: 4/14/09

**Purpose**

To establish IMR's policy on time off to vote.

**Scope**

IMR Employees and Investigators

**Policy**

IMR encourages employees to fulfill their civic responsibilities by participating in elections. Generally, employees should be able to find time to vote either before or after their regular work schedule. If employees are unable to vote in an election during their nonworking hours, IMR will grant up to 2 hours of paid time off to vote.

Employees should request time off to vote from their supervisor at least two working days prior to the election day. Advance notice is required so that the necessary time off can be scheduled at the beginning or end of the work shift, whichever provides the least disruption to the normal work schedule.

Employees may be required to submit a voter's receipt on the first working day following the election to qualify for paid time off.

<b>Institute for Medical Research, Inc.</b>	<b>Policy on Jury Duty</b>	No. 306	
		Effective Date 4/14/09	
		Revision Date	
		Final Approval	Approved by IMR Board of Directors: 4/14/09

**Purpose**

To establish IMR's policy on jury duty.

**Scope**

IMR Employees and Investigators

**Policy**

IMR encourages employees to fulfill their civic responsibilities by serving jury duty when required. Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence

To be eligible for receipt of regular pay, employees must submit the pay they received for jury duty to the IMR Administrative Office in order to avoid receiving double pay for the same time period.

Employees are expected to report for work whenever the court schedule permits.

<b>Institute for Medical Research, Inc.</b>	<b>Policy on Workers' Compensation Benefits</b>	No. 303	
		Effective Date 4/14/09	
		Revision Date	
		Final Approval	Approved by IMR Board of Directors: 4/14/09

**Purpose**

To establish IMR's policy on workers' compensation benefits.

**Scope**

IMR Employees and Investigators

**Policy**

IMR provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period, or if the employee is hospitalized, immediately.

Employees who sustain work-related injuries or illnesses should inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This may enable an eligible employee to qualify for coverage as quickly as possible.

Neither IMR nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by IMR.

<b>Institute for Medical Research, Inc.</b>	<b>Policy on Employee Conduct, Discipline, and Termination</b>	No. 601	
		Effective Date 4/14/09	
		Revision Date 6/29/11	
		Final Approval	Approved by IMR Board of Directors: 4/14/09

**Purpose**

To establish IMR's policy on employee conduct, discipline and termination.

**Scope**

IMR Employees and Investigators

**Policy**

The purpose of this policy is to ensure orderly operations and provide the best possible work environment. IMR expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization. This policy also states IMR's position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of unacceptable behavior that may result in disciplinary action, up to and including termination of employment:

- Unsatisfactory performance or conduct
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Excessive absenteeism or any absence without notice
- Unauthorized absence from work station during the workday
- Sexual or other unlawful or unwelcome harassment
- Theft or inappropriate removal or possession of property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Smoking in prohibited areas
- Violation of personnel policies
- Unauthorized disclosure of business "secrets" or confidential information
- Boisterous or disruptive activity in the workplace

Employment with IMR is at the mutual consent of IMR and the employee, and either party may terminate that relationship at any time, for any reason, or no reason at all.

IMR's own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence and prepare the employee for satisfactory service in the future.

Disciplinary action may call for any of four steps – verbal warning, written warning, suspension with or without pay, or termination of employment – depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed.

IMR recognizes that there are certain types of employee problems that are serious enough to justify either a suspension, or, in extreme situations, termination of employment, without going through the usual progressive discipline steps.

By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and IMR.

Employee benefits will be affected by employment termination in the following manner: all accrued and/or vested benefits that are due and payable at termination will be paid. Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified of the benefits that may be continued and of the terms, conditions and limitations of such continuance.

IMR employees must report to the Research Administrative Office on their last day of employment to facilitate any necessary administrative procedures such as turn in of keys, badge, etc. In addition, IMR may schedule exit interviews at the time of employment termination. Exit interviews afford an opportunity to discuss such issues as employee benefits, conversion privileges, repayment of outstanding debts to IMR, or return of IMR-owned property. Suggestions, complaints and questions can also be voiced.

Final paychecks will be processed with the next scheduled payroll following the last day of employment.

<b>Institute for Medical Research, Inc.</b>	<b>Policy on Outside Employment</b>	No. 105	
		Effective Date 4/14/09	
		Revision Date	
		Final Approval	Approved by IMR Board of Directors: 4/14/09

**Purpose**

To establish IMR's guidelines regarding outside employment.

**Scope**

IMR Board of Directors, Employees and Investigators

**Policy**

Employees may hold outside jobs as long as they meet the performance standards of their job with IMR. All employees will be judged by the same performance standards and will be subject to IMR's scheduling demands, regardless of any existing outside work requirements.

If IMR determines that an employee's outside work interferes with the performance or the ability to meet the requirements of their IMR position, the employee may be asked to terminate the outside employment if he or she wishes to remain in their IMR position.

A Federal criminal statute prohibits employees from participating personally and substantially in a particular matter in which the employee, to the employee's knowledge, has a financial interest, if the matter would directly and predictably affect that financial interest. The Government-wide Standards of Ethical Conduct for Employees of the Executive Branch, found in 5 CRF 2635, contain additional restrictions on outside activities.

<b>Institute for Medical Research, Inc.</b>	<b>Policy on Safety</b>	No. 501	
		Effective Date 12/22/09	
		Revision Date 3/15/10	
		Final Approval	Approved by IMR Board of Directors: 3/15/10

**Purpose**

To establish IMR's policy regarding safety.

**Scope**

IMR Employees and Investigators

**Policy**

To assist in providing a safe and healthy work environment for employees and visitors, IMR abides by the Durham VA Medical Center workplace safety program. The Durham VA Medical Center Safety Officer, Industrial Hygienist and Research Safety Officer are responsible for implementing, administering, monitoring, and evaluating the safety program. Its success depends on the alertness and personal commitment of all VA employees and IMR employees as well.

Information about workplace safety and health issues is provided to employees through regular communication channels such as supervisor-employee meetings, bulletin board postings, VA and/or IMR memos, or other written communications.

As defined in VA guidelines, the purchase of any toxin or time sensitive chemical, even those in exempted quantities, requires approval by the Research Industrial Hygienist. Prior to the purchase of any toxins or time sensitive chemical, research staff must first obtain the written approval of the Industrial Hygienist. Documentation of this approval must be provided to the IMR administrative staff prior to the purchase. Questions regarding this requirement may be addressed to the Occupational Safety and Health Specialist for Research or the Research Industrial Hygienist.

Employees and supervisors receive periodic workplace safety training. The training covers potential safety and health hazards and safe work practices and procedures to eliminate or minimize hazards. Some of the best safety improvement ideas come from employees. Those with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to raise them with their supervisor, the IMR Administrative Office, or bring them to the attention of the Durham VA Medical Center Safety Officer, Industrial Hygienist or Research Safety Officer. Reports and concerns about workplace safety issues may be made anonymously if the employee wishes. All reports can be made without fear of reprisal.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor.

Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the IMR Administrative Office or the appropriate supervisor. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

<b>Institute for Medical Research, Inc.</b>	<b>Policy on Computer, Internet &amp; E-mail Usage</b>	No. 506	
		Effective Date 4/14/09	
		Revision Date	
		Final Approval	Approved by IMR Board of Directors: 4/14/09

**Purpose**

To establish IMR's policy on computer internet and e-mail usage.

**Scope**

IMR employees and Investigators

**Policy**

Internet access to global electronic information resources on the World Wide Web is provided to assist employees in obtaining work-related data and technology. The following guidelines have been established to help ensure responsible and productive Internet usage.

All Internet data that is composed, transmitted, or received via our computer communications systems is considered to be part of the official records of IMR and/or the VA and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, employees should always ensure that the business information contained in Internet e-mail messages and other transmissions is accurate, appropriate, ethical, and lawful.

The equipment, services, and technology provided to access the Internet remain at all times the property of IMR. As such, IMR reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through our online connections and stored in our computer systems. Employees should not use a password, access a file, or retrieve any stored communication without authorization.

Data that is composed, transmitted, accessed, or received via the Internet must not contain material that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a general rule, if an employee did not create material, does not own the rights to it, or has not obtained authorization for its use, it should not be put on the Internet. Employees are also responsible for ensuring that sending any

material over the Internet has the appropriate distribution rights.

Abuse of the Internet access provided, in violation of law or IMR policies will result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy. The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action:

- Sending or posting discriminatory, harassing, or threatening messages or images
- Using the organization's time and resources for personal gain
- Stealing, using, or disclosing someone else's code or password without authorization
- Copying, pirating, or downloading software and electronic files without permission
- Sending or posting confidential material, trade secrets, or proprietary information outside of the organization
- Violating copyright law
- Failing to observe licensing agreements
- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions
- Sending or posting messages or material that could damage the organization's image or reputation
- Participating in the viewing or exchange of pornography or obscene materials
- Sending or posting messages that defame or slander other individuals
- Attempting to break into the computer system of another organization or person
- Refusing to cooperate with a security investigation
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
- Using the Internet for political causes or activities, religious activities, or any sort of gambling
- Jeopardizing the security of the organization's electronic communications systems
- Sending or posting messages that disparage another organization's products or services
- Passing off personal views as representing those of the organization
- Sending anonymous e-mail messages
- Engaging in any other illegal activities

Employees should notify their immediate supervisor, the IMR Administrative Office or an appropriate member of management upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

<b>Institute for Medical Research, Inc.</b>	<b>Policy on Smoking</b>	No.	503
		Effective Date	4/14/09
		Revision Date	
		Final Approval	Approved by IMR Board of Directors: 4/14/09

**Purpose**

To establish IMR's policy on smoking.

**Scope**

IMR Employees and Investigators

**Policy**

In keeping with the VA's and IMR's intent to provide a safe and healthy work environment, smoking in the workplace is prohibited except in those locations that have been specifically designated as smoking areas. Smoking is permitted in accordance with Medical Center Policy:

- (1) In any area external to the buildings, away from entrances and overhangs, where there is full view of the sky,
- (2) in the designated enclosed smoking shelter provided outside the ground floor of the V.A. Medical Center,
- (3) in the designated smoking area on the southwest corner of the V.A. Medical Center, exterior to the Ambulatory Care Entrance,
- (4) by supervised patients or staff participating in an approved research project on the effects of, or treatment for smoking. Smoking must be done in the area designated by the research protocol, with tobacco smoke vented outside of the V.A. Medical Center.

This policy applies equally to all employees, patients and visitors. Employees who fail to comply with this policy may be subject to disciplinary action.

<b>Institute for Medical Research, Inc.</b>	<b>Policy on Drug &amp; Alcohol Use</b>	No.		602
		Effective Date		4/14/09
		Revision Date		
		Final Approval	Approved by IMR Board of Directors: 4/14/09	

**Purpose**

To establish IMR's policy on drug and alcohol use.

**Scope**

IMR Employees and Investigators

**Policy**

It is IMR's desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on VA/IMR premises and while conducting business-related activities off VA/IMR premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

Under the Drug-Free Workplace Act, an employee who performs work for a government contract or grant must notify IMR of a criminal conviction for drug-related activity occurring in the workplace. The report must be made within five days of the conviction.

Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with their supervisor or the IMR Administrative Office without fear of reprisal.

<b>Institute for Medical Research, Inc.</b>	<b>Policy on Sexual and Other Unlawful Harassment</b>	No. 603	
		Effective Date 4/14/09	
		Revision Date	
		Final Approval	Approved by IMR Board of Directors: 4/14/09

**Purpose**

To establish IMR's policy on sexual and other unlawful harassment.

**Scope**

IMR Employees and Investigators

**Policy**

IMR is committed to providing a work environment that is free from all forms of discrimination and conduct that could be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, sexual orientation, or any other legally protected characteristic will not be tolerated. The VA provides ongoing sexual harassment training to ensure the work environment is free of sexual and other unlawful harassment.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

- Unwanted sexual advances.
- Offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters.
- Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes.
- Verbal sexual advances or propositions.
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes or invitations.
- Physical conduct that includes touching, assaulting, or impeding or blocking movements.

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1)

submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or, (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

If an employee experiences or witnesses sexual, or other unlawful harassment in the workplace, it should be reported immediately to his/her supervisor. If the supervisor is unavailable or if it is believed inappropriate to contact that person, you should immediately contact the IMR Administrative Office. Employees can raise concerns and make reports without fear of reprisal or retaliation.

All allegations of sexual harassment will be quickly and discreetly investigated. To the extent possible the confidentiality of the employee and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, the employee will be informed of the outcome of the investigation.

<b>Institute for Medical Research, Inc.</b>	<b>Policy on Attendance and Punctuality</b>	No. 604	
		Effective Date 4/14/09	
		Revision Date	
		Final Approval	Approved by IMR Board of Directors: 4/14/09

**Purpose**

To establish IMR's policy on attendance and punctuality.

**Scope**

IMR Employees and Investigators

**Policy**

To maintain a safe and productive work environment, IMR expects employees to be reliable and punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on IMR. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence.

Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

<b>Institute for Medical Research, Inc.</b>	<b>Policy on Personal Appearance</b>	No. 605	
		Effective Date 4/14/09	
		Revision Date	
		Final Approval	Approved by IMR Board of Directors: 4/14/09

**Purpose**

To establish IMR's policy on personal appearance.

**Scope**

IMR Employees and Investigators

**Policy**

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image IMR presents to customers and visitors.

During business hours or when representing IMR, employees are to present a clean, neat, and tasteful appearance. Employees should dress and groom themselves according to the requirements of their position and accepted business standards. This is particularly true if the employee's position involves dealing with customers or visitors in person.

Supervisors or department heads are responsible for establishing a reasonable dress code appropriate to position, within established medical center guidelines. If the employee's supervisor believes the employee's personal appearance is inappropriate, he/she may be asked to leave the workplace until he/she is properly dressed or groomed. Under such circumstances, the employee may not be compensated for the time away from work. Supervisors should be consulted if an employee has questions as to what constitutes appropriate appearance. Where necessary, reasonable accommodation may be made for a person with a disability.

<b>Institute for Medical Research, Inc.</b>	<b>Policy on Visitors in the Workplace</b>	No. 505	
		Effective Date 4/14/09	
		Revision Date	
		Final Approval	Approved by IMR Board of Directors: 4/14/09

**Purpose**

To establish IMR's policy on visitors in the workplace.

**Scope**

IMR Employees and Investigators

**Policy**

To provide for the safety and security of employees and the facilities at the Durham VA Medical Center, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

Employees are responsible for the conduct and safety of their visitors.

If an unauthorized individual is observed on VA premises, employees should direct the individual to the lobby, immediately notify their supervisor or, if appropriate, contact the VA Police and Security.