STANDARDS OF BEHAVIOR FOR HHMI MEETING ATTENDEES
UNDERGRADUATE AND GRADUATE PROGRAMS, SCIENCE EDUCATION

2 February 2018

The Howard Hughes Medical Institute is committed to fostering a culture of scientific excellence that encourages the full participation of persons of all identities and from all backgrounds in our workplaces and at HHMI events. We seek to promote a safe and productive meeting environment that allows for open dialogue and the exchange of ideas, offers equal opportunities for all participants, and is free of harassment and discrimination. All participants in meetings at HHMI are expected to treat others with respect and consideration, upholding the highest standards of scientific integrity and professional ethics. We do not tolerate abusive or intimidating language or behavior. HHMI reserves the right to require anyone whom we find violates these standards to leave the meeting, and to take other corrective actions we believe are appropriate.

HHMI does not permit discrimination against or by any meeting attendees based on race, color, religion, sex (including pregnancy, childbirth and related conditions), gender, sexual orientation, gender identity or expression, national origin, ancestry, ethnicity, age, physical or mental disability, citizenship, marital status, genetic information, status or characteristics, military or veteran status, or on any basis protected by an applicable law (each, a “protected characteristic”).

HHMI also does not permit harassment, intimidation or coercion of or by meeting attendees in any form, including sexual harassment or harassment based on any other protected characteristic. Examples of prohibited harassment include but are not limited to:

- Verbal harassment, such as epithets, derogatory statements, slurs, comments or jokes related to a protected characteristic;
- Sexual harassment, such as offensive and unwelcome sexual advances or requests for sexual favors, suggestions that an individual must submit to an advance or engage in sexual conduct in exchange for a benefit, invitations with the purpose or effect of substantially interfering with an individual’s participation in the meeting, offensive and unwelcome conduct or comments of a sexual nature;
- Physical harassment, such as assault or inappropriate physical contact;
- Using or displaying visual images in a harassing manner, sending inappropriate text messages or emails, leering or making sexual or derogatory gestures.

Harassment in a joking manner still constitutes unacceptable behavior. HHMI expects meeting participants to communicate respectfully at all times. HHMI will take seriously and address a recipient’s perception of harassment in all cases, including situations where the person engaging in the behavior may not have intended it as harassment.

If you believe you are the target of harassment while attending a meeting organized or sponsored by HHMI Undergraduate and Graduate Programs, or if you are concerned that someone else at the meeting is being harassed, please report this as soon as possible to one of the following persons:

- David Asai, Senior Director, Science Education, 301-215-8874; asaid@hhmi.org
- Sarah Simmons, Assistant Director, Undergraduate and Graduate Programs, 301-215-8818, simmonss@hhmi.org
- Franci Phelan, Chief of People and Culture, 301-215-8921, phelanf@hhmi.org
- or as described in HHMI’s Complaint Resolution Procedure, a copy of which is available upon request.

HHMI will investigate complaints promptly and take any appropriate corrective action.

Reporting an incident in bad faith, as well as any retaliation against an individual who reports harassment in good faith or participates in any review or investigation of such a report, also can be a basis for removal from an HHMI meeting or other corrective action in HHMI’s discretion.

A copy of HHMI’s full Workplace Behavior policy, which applies to conference attendees as well as HHMI employees, is available upon request.