

	DOCUMENT DO-001, Code of Conduct	DATE 06 February 2025
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CODE OF CONDUCT

Describes the requirements of conduct for all Laboratory personnel and individuals affiliated with the Laboratory.

KEY TAKEAWAYS

- The Code of Conduct is an expression of the ethical values that shape the Laboratory community. Personnel share an ongoing responsibility to follow the Code of Conduct in addition to the Laboratory's policies and procedures.
- As a condition of the Laboratory's Prime Contract, Laboratory personnel must read and commit to the Code of Conduct.
- The Personnel Conduct Assessment Committee (PCAC) is the Laboratory's deliberative body responsible for assessing sensitive matters involving misfeasance, malfeasance, and nonfeasance. These matters involve policy non-compliance and other behavior-related issues of employees and others. The PCAC is the successor to the Laboratory's Personnel Security Assurance Committee (PSAC).

SUMMARY OF CHANGES

This revision clarifies the Laboratory's policy for creating an ethical, professional, and respectful Laboratory community.

1.0 INTRODUCTION

The Laboratory's Code of Conduct expresses the core values of the Laboratory community. The Laboratory's Prime Contract FA8702-15-D-0001 requires that these values be written and readily available to all personnel.

2.0 PROCESS

Laboratory personnel must review and acknowledge commitment to the Code of Conduct upon accepting employment at the Laboratory then annually during employment.

2.1. LABORATORY CODE OF CONDUCT

Every member of the MIT Lincoln Laboratory (MIT LL) community is accountable for upholding our Code of Conduct, which includes the following commitments:

- Creating and strengthening an ethical, professional and respectful Laboratory community
- Complying with laws, regulations, and MIT/MIT LL-specific policies and procedures
- Upholding our principles of research integrity

All personnel are to maintain a professional decorum and conduct themselves in a manner that fosters mutual respect while executing our mission of advancing technology for national security.

2.1.1. CREATING AN ETHICAL, PROFESSIONAL, AND RESPECTFUL LABORATORY COMMUNITY

All personnel are expected to contribute to an ethical and respectful atmosphere at the Laboratory. MIT LL fosters a workforce composed of people with varied backgrounds, experiences, and approaches to solving challenges. MIT LL also understands that every person brings unique qualities and talents to the community and that each individual deserves to be treated in a fair and respectful manner.

Each individual is expected to assess how their actions and statements may affect others and seek to contribute to a respectful and supportive environment.

MIT LL is committed to providing personnel with the opportunity for self-fulfillment, meaningful employment, and advancement by:

- Creating the best opportunity for all talent to be developed, promoted, and retained across all stages of an employee's career

- Promoting open dialogue and an active listening environment where individuals feel a sense of belonging while treating others in a fair, respectful, and professional manner
- Providing training opportunities for professional development

2.1.2. COMPLYING WITH LAWS, REGULATIONS, AND LABORATORY-SPECIFIC POLICIES AND PROCEDURES

MIT LL personnel are expected to comply with MIT/MIT LL policies and procedures and with state and federal legal requirements. In particular, employees must remain vigilant to ensure that:

- Laboratory and U.S. government property is used only for approved purposes
- Sensitive information (including classified, CUI, proprietary, export-controlled, and privacy-related data) is securely protected
- MIT intellectual property and associated U.S. government rights are protected from infringement
- Laboratory and U.S. government resources are conserved
- Employees remain free of any personal conflicts of interest
- The Laboratory environment is free of discrimination, harassment, intimidation, bullying, threats and violence

NOTE: It is the responsibility of the Laboratory community to fully cooperate with internal and governmental inquiries into actual or potential violation of law or of Laboratory policies or procedures.

2.1.3. UPHOLDING RESEARCH INTEGRITY

Research integrity is central to the values of the Laboratory. The Laboratory's research integrity principles are to:


- Solely pursue the development of technology for national security
- Honestly and directly report on technical work to sponsors
- Only accept technical work for which it is qualified
- Strive for technical excellence in conducting its research
- Strive for openness in discussing its research in the community
- Transfer the technology developed to optimize its use for national security
- Not engage in research misconduct, defined as fabrication, falsification, or plagiarism in proposing, performing, or reviewing research or in reporting research results

2.1.4. CODE OF CONDUCT SCOPE OF APPLICABILITY

The Code of Conduct applies to all MIT LL personnel and individuals affiliated with MIT LL including employees, advisory board members, Intergovernmental Personnel Act assignees, Contingent Workers, consultants, interns, Lincoln Scholar students, student advisers, cadets and midshipmen, and research assistants at all locations. MIT LL's community members thus acknowledge that some activities that are perfectly acceptable to pursue outside the workplace, such as proselytizing with regards to political views, are not proper for a professional environment.

Adherence to the Code of Conduct and to MIT/MIT LL policies and procedures in general is a condition of employment. Personnel must certify having read and understood the Code of Conduct during new hire training and must complete annual ethics refresher training.

- Employees, students, interns, and cadets may be subject to disciplinary action (including termination of employment or other relationship with MIT LL) for violations of the Code of Conduct or other MIT and Laboratory policies and procedures.
- For Contingent Workers, vendors, and consultants, violations of MIT or Laboratory policies may lead to a contractual action including suspension or termination.

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2.1.5. REPORTING POTENTIAL VIOLATIONS

Violations of the Code of Conduct or MIT or Laboratory policies and procedures are detrimental to the Laboratory's community, reputation and potentially to our national security. Both MIT and Laboratory management encourage and expect community members to report violations or suspected violations of law or Laboratory policies or procedures.

NOTE: Those who report violations may do so confidentially and will be protected from retaliation. Individuals wishing to submit a report anonymously should use the MIT LL's Ethics and Compliance Hotline listed in Table 1.

To share questions or concerns related to the Laboratory's Code of Conduct or to report a violation or suspected violation, refer to Table 1 for resources and mechanisms.

Table 1 – Code of Conduct Resources

TITLE OR POSITION	CONTACT
Laboratory Leadership	<ul style="list-style-type: none"> Your supervisor or manager MIT LL Senior Leadership in the Director's Office at (781) 981-7000
Laboratory's Ethics and Compliance Assurance Office (ECAO)	<ul style="list-style-type: none"> Email: ecao@ll.mit.edu Text or call: 781-698-1088 Contact via email: David.Suski@ll.mit.edu, Kevin.OHare@ll.mit.edu or Michael.Lecaroz@ll.mit.edu
Laboratory Ethics and Compliance Hotline	<ul style="list-style-type: none"> Call: (866) 862-6166 File a report online: https://mitll.ethicspoint.com <p>The Ethics and Compliance Hotline is a 24-hour answering service offered through a third-party service provider called EthicsPoint. Communication with the Hotline can remain anonymous upon request.</p> <p>NOTE: <u>Do not</u> disclose classified information to the Ethics Hotline.</p>
Laboratory Human Resources (Department (HR))	Call: 781-981-7064
Laboratory Security Services Department (SSD)	Call: The Laboratory Chief Security Officer at 781- 981-7112
Department of Defense Fraud Hotline	<ul style="list-style-type: none"> Call: (800) 424-9098 File a report online: http://www.dodig.mil/hotline/
Lincoln Laboratory Audit Services (LLAS)	Email: LLAS@ll.mit.edu

2.2. CONDUCT ASSESSMENT COMMITTEE

The Personnel Conduct Assessment Committee (PCAC) is the Laboratory's deliberative body responsible for assessing sensitive matters involving misfeasance, malfeasance, and nonfeasance. These matters involve policy non-compliance and other behavior-related issues of employees and others.

In addition to this procedure, the other documents that govern these matters include:

- Laboratory Procedure [DO-011, Ethics, Whistleblowers, Fraud, Waste, and Abuse Reporting and Investigations](#)

- MIT Policies & Procedures, including the MIT Employment Policy Manual, MIT ethical conduct policies and the broad set of Government Security Regulations as well as Laboratory Policies and Procedures.

3.0 DEFINITIONS

None

4.0 TRAINING

The courses listed below are provided through the [Human Resources \(HR\) Learning Center](#):

- Annual Ethics Training Refresher (CON00001-RW).
- Active Bystander Intervention – Non-Supervisor (HR00002)
- Active Bystander Intervention – Supervisors (HR00003)
- Standing Up Instead of Standing By (HR00006)
- Harassment Awareness for Supervisors - Skill Building (HR00007)
- Harassment - Legal Overview – Supervisors (HR00009)
- Workplace Violence Prevention (SEC00008)
- Prevent Workplace Harassment – Employee (MRCC91048w-L)
- Workplace Complaints and Reporting (MRCC91050w-L)

NOTE: Code of Conduct training is also provided as part of the new employee orientation.

5.0 APPENDICES

None