

Code of Conduct

Modane Underground Laboratory

Date	19/06/2024
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Sent to	All LSM employees, users, visitors and contractors

1. Introduction

The purpose of the Modane Underground Laboratory (LSM) Code of Conduct is to affirm the ethical environment of LSM's workplace by providing guidance on workplace standards of conduct in the performance of their duties and relationships with others and reporting violations of the Code of Conduct.

The Code of Conduct policy applies to all employees, contractors, users and visitors.

The LSM believes that an inclusive and professional environment is a requirement for any scientific community. Collegial interactions are expected at all times, and people must be treated with respect regardless of seniority, sex, sexual orientation and/or gender identity, disability, physical appearance, body size, race, nationality, ethnicity, and religion. Similarly, all employees, contractors, users and visitors are expected to adhere to the highest ethical standards of scientific conduct by respecting the work of others, using collaboration resources responsibly, and treating scientific data and results in accordance with the French Charter of Ethics.

Violations of this code of conduct can be broadly categorized as:

- Harassment
This includes bullying, as well as sexual language and imagery and sexist, racist, or otherwise exclusionary jokes or behavior. It includes also moral conduct which, by its repetition or systematization, undermines the dignity or the psychological or physical integrity of a person as for instance humiliating behaviors, intimidations, exposure to constant unconstructive criticisms, to mention a few.
- Discrimination
This includes any inappropriate attempts to limit opportunities for others, including those with different beliefs, orientation or seniority.
- Unethical behavior
This includes breaches of collaboration confidentiality, misrepresentation of data or results, inappropriate use of LSM hardware/software, or taking credit for the work of others.

2. General

The ethical behavior of LSM employees, contractors, users and visitors is essential to maintaining the public's confidence and trust. The exercise of good judgment and professional behavior is expected from employees at all times. Employees are to seek guidance from their supervisor to course of action when faced with competing values. Any employee who is found to have violated this policy may be subject to disciplinary action.

3. Rights, Respect and Dignity within the Workplace

LSM values courtesy, honesty, diversity, tolerance, equity and dignity in the treatment of one another. Employees have the right to feel safe and respected in their work place. LSM is committed to ensuring that all employees, visitors, suppliers, business associates, volunteers, clients and the general public are treated with respect and dignity. Violent, harassing, discriminatory, offensive, intimidating, humiliating or otherwise disrespectful behaviors will not be tolerated.

4. Discrimination

Employees will not act with, nor tolerate from others, unfair discrimination against other employees in the performance of their work duties. Employees will not exercise their authority other than is necessary for their role, and then only to a degree that is necessary to perform that role, while remaining within established policies.

5. Confidentiality and Privacy

As part of their job, employees may come into contact with privileged and sensitive information. LSM employees must manage personal information in a way that safeguards its privacy and prevents unauthorized disclosure or usage for other than the purpose it was collected. Employees may not release personal information, related to co-workers or other users, including private phone numbers and addresses, medical or salary information unless required by law or by an authorized representative of the respective employee.

6. Conflict of Interest

Employees must avoid conflict of interest in which they have a private or personal interest sufficient to appear to influence the objectivity of their duties at LSM. All conflicts of interest must be disclosed immediately to the respective supervisor. If an employee is uncertain whether there is a conflict of interest, they should discuss the situation with their supervisor. Gifts received from suppliers should generally be declined and not accepted by an individual employee unless the gift is to be shared by all. All accepted gifts must be disclosed to HR.

7. Media and Public Relations

All inquiries from the media or public must be directed to the Director of the LSM. LSM's confidentiality, privacy, and security policies must be taken into consideration before any information is publicly disclosed.

8. Scientific Ethics

LSM employees and users must carry out their scientific research in accordance with the French Charter of Ethics for the professions of research. Falsification or appropriation of data or results, plagiarism, appropriation of the work of others or any other scientific misconduct will not be tolerated

9. Safety and Security

Every employee and worker have the right to work in a safe and secure working environment.

Every employee and worker adhere to applicable laws, regulations and all related LSM policies designed to ensure safe and secure working conditions.

Any potential hazard, unsafe practices or installations, safety or security incidents shall be promptly reported to LSM management.

10. Environmental Protection

LSM is committed to minimizing its impact on the environment in particular by optimizing energy resources and waste discharge, by implementing responsible purchasing policies, and by applying technologies to reduce its and its customers' carbon footprint.

11. Reporting

If an employee feels as though their rights and/or dignity have been violated, they should document the event and present it to their supervisor (if appropriate) or the Human Resources Officer.

Any report must be made in good faith and with the aim of ensuring a working environment respectful of all. Employee and users must provide truthful statements to the best of their ability. Any malicious or motivated report with an intention to harm others constitutes a violation of this code of conduct.

Retaliation or pressure against a person reporting a breach of the Code of Conduct, or against any person who participates in the process of mediation or investigation of a formal complaint, constitute a violation of this code.

The CNRS has a unit in place to better act against violent and abusive situations, providing resources, contacts and training. More information is available at <https://tinyurl.com/kj6yu2ns>

12. Definition

CONFLICT OF INTEREST: A conflict of interest exists if an employee engages in activities or has any personal interests which might conflict with, or may have the appearance of conflicting with, the interests, obligations or duties of LSM or of the research being conducted at LSM. A conflict of interest may arise due to the following circumstances: access to information, community activities, dealings with competitors, consulting, endorsements, financial interest in another company, giving or receiving of gifts from a supplier, and other employment outside of LSM.

CNRS Charter of Ethics: <https://comite-ethique.cnrs.fr/charte/>

Signature page for approval

Le Directeur du LPSC

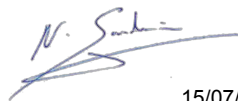


Laurent DEROME

15/07/2024

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LPSC Director



15/07/2024

Nadine Sauzet (date)

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2024 06 27

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