

RULES OF CONDUCT AND DISCIPLINARY ACTION

Student Responsibilities

You are a representative of the NIH/NIDDK STEP-UP program. Consequently you must accept the responsibility for mature, professional, and acceptable behavior. During your summer research experience, you are expected to abide by the guidelines listed below. Please review them carefully.

Guidelines for All Students

- **Respect for Others:** The NIH prides itself on diversity. The NIH community, on campus in Bethesda, Maryland and in our intramural and extramural labs throughout the world, is a community that consists of many varying backgrounds and beliefs. Racist, sexist, and other derogatory comments will not be tolerated at anytime during the Program, and may be grounds for dismissal. We expect you to behave in a professional manner at all times.
- **Respect for Authority:** Safety for our students, mentors, and other laboratory personnel is a number one priority for NIH and the STEP-UP staff. You are expected to strictly adhere to the established policies and procedures set forth by the university, hospital, and/or laboratory in which you are working. At all times, you are expected to be courteous and respectful to your STEP-UP program staff, mentors, other laboratory personnel, as well as your peers. Disrespectful behavior and failure to follow rules and instructions given by individuals in positions of authority while in the research environment or at the research presentations in Bethesda are grounds for dismissal.
- **Substance Abuse:** Alcohol, tobacco and illegal drug use are strictly forbidden. Use of any of these substances will result in disciplinary action and immediate dismissal from the STEP-UP Program.
- **Damage or Loss:** You are expected to respect the property of the University or research environment at all times. You also assume the responsibility for damages or loss of personal property in the labs.
- **Dress Code:** Casual dress is accepted, but you are expected to be clean and neat in your personal appearance. You should wear your STEP-UP lab coat during work hours. The STEP-UP Program requires that students refrain from wearing such items as revealing clothing and from displaying visible cleavage, visible underwear, bare midriffs, etc. Shorts, sandals and flip-flops should not be worn in laboratory settings for safety reasons.

Disciplinary Procedures in the Laboratory Environment

- Behavior of concern will be reported to the Program Coordinator by the Mentor, or other STEP-UP staff as appropriate.
- The Program Coordinator will take steps to corroborate the behavior with all individuals involved including the student and report to the STEP-UP Program Director.
- If unacceptable behavior is substantiated, the student will receive a warning and an opportunity to correct the behavior. Students will receive a maximum of two warnings.
- Parents will be notified after the second warning.
- If the student's behavior does not change after the second warning, he or she will be dismissed from the Program.

Disciplinary Procedures during the Symposium in Bethesda, MD

- Behavior of concern will be reported to the Program Coordinator by the chaperone or other STEP-UP staff as appropriate.
- The Program Coordinator will take steps to corroborate the behavior with all individuals involved, including the student. If unacceptable behavior is substantiated, the student will receive a warning and an opportunity to correct the behavior. Student will receive a maximum of two warnings.
- Parents will be notified after the second warning.
- For persistent behavioral problems in spite of two warnings and notifying the responsible parent, the student will be considered for dismissal from the Program.
- The PI will discuss the situation with the other STEP-UP PIs and Coordinators in an effort to determine the best solution for resolving the problem and for maximizing the student's chances of completing the program with his/her peers.
- If it is determined that there is no other option but to dismiss the student in the best interest of the student and the other students in the program, the PI will notify the parents.
- The Program Coordinator and PI will secure new flight and departure plans for the student to return home safely. The parent will be notified to coordinate plans for departure and arrival at home.
- The student will be accompanied to the airport or other departure location by a chaperone to insure safe departure, but the student will not be accompanied home.
- As stated in the signed and notarized response form, failure to comply with any of the STEP-UP rules and requirements may result in the forfeiture of any associated benefits and financial support received from the STEP-UP Program.