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WORKPLACE POLICIES

These NMC workplace policies apply to NMC Employees as well as Guests with Guest Agreements, Joint Appointees (JA) with Individual Joint Appointment Agreements, JA Team Members, Affiliates with Affiliation Agreements, and Residents.

Safety

NMC is committed to maintaining a safe workplace and a work culture that promotes safety. NMC also recognizes the need to comply with regulations governing work related injury and accident prevention and employee safety. Maintaining a safe workplace is the first priority of all NMC employees. If you are ever in doubt about how to safely perform a job, it is your responsibility to ask your manager for assistance.

Timely communication about safety is the most important factor in maintaining a safe workplace. Communicate work related safety issues to your supervisor, any NMC manager or support staff immediately if there is imminent potential for harm. “Work related” means that the incident was caused by or significantly aggravated by events or exposures in the work environment. Report any issue immediately, but no more than one business day from when you observed the issue.

- Incidents. Report work-related incidents involving personal injury or damage to property. Personal injury includes any harm to your person, or subsequent loss of consciousness, illness, days away from work, restricted work activity, or medical treatment.
- Near misses. Report incidents that might have caused or almost caused personal injury or damage, even if no damage occurred.
- Unsafe activities or workplace. Report any work-related activity, process or physical arrangement that appears unsafe.

This information gives the NMC the opportunity to track and manage and address safety issues and maintain a safe workplace.

The Employee's Claim for Worker's Compensation Benefits Form must be completed in all cases in which an injury requiring medical attention has occurred.

Federal law requires that we keep records of certain work-related injuries, illnesses and accidents which occur during the workday. The NM state Workers' Compensation Act also requires that you report any workplace illness or injury, no matter how slight. If you fail to report an injury, you may jeopardize your right to collect workers' compensation payments as well as health benefits. NMC Employee Manual 4 09-10-2026 18 Occupational Safety and Health Administration (OSHA) also provides for your right to know about any health hazards which might be present on the job. Should you have any questions or concerns, contact your supervisor or HR for more information.
You can find more information about your state specific regulations regarding Worker’s Compensation here: https://newmexicoconsortium.org/inside-nmc/workplace-notifications.

Closures

In the case of bad weather, NMC employees may come to work late and/or leave early if their commute becomes unsafe or school closures require them to care for children. Each employee should use his/her own judgment regarding when to exercise this option. Your decision should depend on the safety of your own commute and your family situation. When bad weather is

expected, if possible, organize your workload to allow for work at home.
NMC does not follow LANL or school closures and, we do not close the NMC for bad weather or holidays or weekends. The NMC will close a particular facility if the facility is unsafe or unsuitable for work (e.g., no heat or cooling).

Harassment

NMC intends to provide a work environment that is pleasant, professional, and free from intimidation, hostility or other offenses that might interfere with work performance. Harassment of any sort – verbal, physical, and visual – will not be tolerated.

In the workplace, the term “harassment” refers to behavior that constitutes an illegal form of discrimination. To be unlawful, the behavior must be based on or directed at an individual’s status as a member of a protected characteristic.

Workplace harassment is not limited to sexual harassment. workplace harassment can take many forms. It may be, but is not limited to, words, signs, offensive jokes, cartoons, pictures, posters, email jokes or statements, pranks, intimidation, physical assault or contact, or violence. It may also take the form of other vocal activity including derogatory statements not directed to the targeted individual but taking place within their hearing.

Sexual harassment at NMC is unacceptable. Such harassment includes unwelcome sexual advances and other physical, verbal, or visual conduct based on sex when (a) submission to the conduct is an explicit or implicit term or condition of employment, (b) submission to or the rejection of the conduct is used as a basis for an employment decision, or (c) has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating or offensive working environment. Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing," "practical jokes," jokes about gender-specific traits, foul or obscene language or gestures, display of foul or obscene printed or visual material, and inappropriate physical contact.

Should you feel that you have been subject to discrimination or any form of harassment at work, or in connection with work, please notify your supervisor. If you are not comfortable discussing this issue with your supervisor, contact the NMC HR, COO or CEO. You may also request a conference with NMC Ombudsman who has the authority to facilitate communication directly with the NMC Board.

NMC will investigate any complaint of harassment, sexual or otherwise, and will take immediate and appropriate disciplinary action (up to and including termination of employment) if harassment has been found within the workplace. NMC will protect the confidentiality of the harassment complaints to the extent possible. NMC prohibits all staff and contractors from retaliating in any way against anyone who has raised any concern about harassment or discrimination against another individual.

You can find more information about your state specific regulations regarding harassment prevention here: https://newmexicoconsortium.org/inside-nmc/workplace-notifications

Violence in the Workplace

NMC has adopted a policy prohibiting workplace violence. Consistent with this policy, acts or threats of physical violence, including intimidation, harassment, and/or coercion, which involve or affect NMC or which occur on NMC property will not be tolerated.

Acts or threats of violence include conduct that is sufficiently severe, offensive, or intimidating to

alter the employment conditions at NMC, or to create a hostile, abusive, or intimidating work environment for one or several employees.

NMC prohibition against threats and acts of violence applies to all persons involved in NMC's operation, including but not limited to personnel, contract, and temporary workers and anyone else on NMC property. Violations of this policy by any individual on NMC property will lead to disciplinary action, up to and including termination and/or legal action as appropriate.

Every employee is encouraged to report incidents of threats or acts of physical violence of which he/she is aware. The report should be made to your supervisor, HR, COO or the CEO. You may also request a conference with NMC Ombudsman who has the authority to facilitate communication directly with the NMC Board.

Whistleblower Policy

NMC expects employees to observe high ethical standards in carrying out their responsibilities and to comply with all applicable laws and regulations.

If any employee has complaints, concerns, or questions as to the ethics or legality of a particular action taken by another employee, CEO or an officer, he/she is encouraged to raise such complaints, concerns or questions with HR, COO or the CEO. In the event an employee is not comfortable raising the issue with HR, COO or the CEO, he/she may request a conference with NMC Ombudsman who has the authority to facilitate communication directly with the NMC Board.

Anyone filing a complaint concerning a violation or suspected violation of a law, regulation or ethical requirement must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation.

Within a reasonable time of receiving a complaint, concern or question regarding compliance with a law, regulation or ethics requirement, the COO, CEO, or a board member, shall open an investigation into the matter and pursue it to resolution. Should the CEO or board member find NMC Employee Manual 4 09-10-2026 21 that a law, regulation or ethics requirement has been violated, appropriate action should be taken.

To the degree possible, the names of the individuals reporting under this Whistleblower Policy shall be kept confidential.

Neither the NMC nor its managers may take any negative employment or other retaliatory action against any employee who in good faith reports a violation of a law or regulatory requirement. An employee who retaliates against someone who has reported a violation in good faith may be subject to discipline including, but not limited to, termination of employment.

This general policy is not a contract, and it may be rescinded or amended at any time by the NMC. It is not intended to and does not create any legally enforceable rights whatsoever for any employee

Social Media Policy

Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with NMC, as well as any other form of electronic communication.

All NMC policies apply to your activities online. Ultimately, you are solely responsible for what

you post online. Any conduct that adversely affects your job performance, the performance of fellow employees or otherwise adversely affects our funders, clients, customers, colleagues, collaborators, supporters, suppliers, or people who work on behalf of NMC, or NMC's legitimate business interests, may result in disciplinary action up to and including termination.

Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

Employees should not use NMC's email addresses to register on social networks, blogs or other online tools utilized for personal use.

NMC employees should not speak to the media on NMC's behalf without prior approval of the CEO or his designee.

Nothing in this policy is intended to or will be applied in a manner that limits employees' rights to engage in protected concerted activity as prescribed by the National Labor Relations Act.

Title IX Nondiscrimination Policy

Title IX reads, "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

The HR office is designated to serve as the Title IX coordinators, namely the HR Manager, Svenja Ellison (located at 999 Central Avenue, Suite 300, Los Alamos, NM 87544, 505-412-4198) is designated to serve as the Section 504 coordinator (14 C.F.R. §1251.106(a)). This office publishes an Affirmative Action Plan annually, including the Equal Employment Policy stating that NMC does not discriminate in the operation of its programs and activities.

If any employee has complaints, concerns, or questions as to the ethics or legality of a particular action taken by another employee, CEO or officer, he/she is encouraged to raise such complaints, concerns or questions with HR, COO or the CEO. In the event an employee is not comfortable raising the issue with HR, COO or the CEO, he/she may request a conference with NMC Ombudsman who has the authority to facilitate communication directly with the NMC Board.

Anyone filing a complaint concerning a violation or suspected violation of a law, regulation or ethical requirement must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation.

Within a reasonable time of receiving a complaint, concern or question regarding compliance with a law, regulation or ethics requirement, the COO, CEO, or a board member, shall open an investigation into the matter and pursue it to resolution. Should the CEO or board member find that a law, regulation, or ethics requirement has been violated, appropriate action should be taken. To the degree possible, the names of the individuals reporting under this Nondiscrimination Policy shall be kept confidential.

Neither the NMC nor its managers may take any negative employment or other retaliatory action against any employee who in good faith reports a violation of a law or regulatory requirement. An employee who retaliates against someone who has reported a violation in good faith may be subject to discipline including, but not limited to, termination of employment.

Lactation Accommodation Policy

Employees who need to express breast milk during the workday are entitled to:

- Reasonable break time each time they need to express milk.
- Access to a private lactation space that meets applicable legal requirements.
- Freedom from discrimination, harassment, retaliation, or adverse employment action for requesting or using lactation accommodations.

An interactive process to determine reasonable accommodations when unique circumstances exist. Employees needing lactation accommodations should notify their supervisor or Human Resources. Advance notice is appreciated but is not required.

Employees are not required to provide medical documentation unless specifically permitted by applicable law. NMC will respond promptly and engage in an interactive process when necessary. Where permitted by applicable law, NMC may consider whether a requested accommodation would impose an undue hardship.

If an accommodation presents significant difficulty or expense, the Company will work with the employee to identify an effective alternative accommodation.

You can find more information about your state specific regulations regarding Lactation Accommodation here: https://newmexicoconsortium.org/inside-nmc/workplace-notifications/

Other Policies

The following policies are included by reference in this manual and can be found here:

- Drug Free Workplace Policy
- Travel Reimbursement Policy, including refunds, credits and excess reimbursements Accountable Plan
- Cell Phone Policy
- Conflict of Interest and Commitment (COI) Policy Export Control
- IT Policy
- Intellectual Property Policy (Researchers, Postdocs and Students only)
- Research Integrity Policy
- Responsible and Ethical Conduct of Research Policy (RECR)
- Indirect Cost Recovery Policy