Effective April 24, 2018
Last reviewed September 4, 2020

Code of Conduct

We expect all employees to observe the highest standards of integrity and good judgment in their actions to foster a responsible, respectful, and collaborative work environment. This Code of Conduct provides general guidance for the conduct of our work. It does not address every situation where you must exercise integrity and ethical decision-making. In some instances, more explicit guidance can be found in other Allen Institute policies, procedures, and processes. We count on you to understand and adhere to the concepts in this document in all your work activities.

Build Trust and Credibility
We build trust and gain credibility by adhering to our commitments, displaying honesty and integrity, and reaching our goals solely through honorable conduct. We can be trusted to address tough challenges, knowing that how we do things is just as important as the results we deliver.

Work Ethically
We demonstrate integrity and act in a manner that enhances the Allen Institute's reputation as a world-class scientific organization. Integrity is, and must continue to be, the basis of all our work activities.

Respect Others
We are dedicated to having an inclusive environment for everyone, regardless of race, ethnicity, religion, color, national origin, age, disability, sexual orientation, gender identity, marital status, political affiliation, as well as gender expression, socioeconomic status or background, physical appearance or neuro(a)typicality. We celebrate our unique differences and are committed to a work environment in which all employees are treated fairly, with respect and dignity. We are fair in our employment practices and believe diversity in our workforce is an asset that enhances our creativity, innovation, and growth. By working together, respecting the contributions of each person, and openly communicating to promote shared understanding, we seek to promote the achievement of all.

Support a Safe Workplace
Each of us has a duty to create and support a safe workplace. We prohibit conduct that poses a risk to our environment including possession of firearms or other weapons on the Allen Institute premises, smoking within the building and 25 feet of building entrances, use of, or performing work while under the influence of, drugs, alcohol, or other recreational substances on the premises. We allow alcohol consumption on the premises only if it has been served as part of an organized event.
Comply with Laws, Regulations, and Policies
Our commitment to integrity begins with complying with laws, regulations, and the policies we create to govern our organization and science. Each of us has a responsibility to understand how these apply to our specific roles. We are responsible for preventing violations of the law and our policies, as well as for speaking up if we see possible violations.

Avoid Improper Activity
We avoid actual or apparent conflicts of interest and do not let personal interests cloud our decisions. We recognize that the perception of improper conduct can be as problematic as actual improper conduct and seek to avoid situations that could be perceived as improper.

Be a Good Steward of Allen Institute Assets
We are committed to responsible stewardship of our assets. These assets include our physical assets (including materials, supplies, inventory, equipment, and technology), information assets (including confidential information and intellectual property), and resource assets (including funding and Allen Institute employee time during the workday). We all take reasonable steps to protect these assets from destruction or loss and ensure that these assets are not wasted, misused, or diverted. When we use Allen Institute funds, we must be prudent and responsible in keeping with our mission as a nonprofit organization.

Ensure the Integrity of our Financial Data
We ensure the integrity of our financial records by establishing and following internal processes, controls, and accounting principles. What we record and report must meet all regulatory requirements.

Exercise your Duty to Speak Up without Fear of Retaliation
We all have a duty to promptly report suspected violations of the law, this Code of Conduct, or Allen Institute policies. No retaliatory action will be taken against an employee who reports suspected violations in good faith. We will take steps to protect each employee from retaliation so that reporting suspected violations is secure and supported.

Make an Impact on Science on a Global Scale
With our commitment to open science, we share data, knowledge, and tools to enable the scientific community at large. This enables entire scientific fields to move forward faster and more efficiently, in a way that includes our innovative contributions. We strive to be role models and set an example of excellence.