

Personal Resources Checklist for AURA Employees:

Emergent issues:

All safety related information can be found on our project website: <https://project.lsst.org/safety>. For any questions please contact Chuck Gessner (520-318-8481 or cguessner@lsst.org)

Emergent Issues in Tucson (requiring immediate attention):

- In all cases of emergency dial 911 from any AURA phone or from a cell phone
 - This will direct you to Tucson Police. The NOAO Safety Manager Tammie Lavoie (ext 8211) at the Central Facility Office on site will be notified as well.
- For non-emergencies situations, refer to the following websites:
<https://project.lsst.org/content/noao-tucson>,
https://www.noao.edu/noaolocal/safety/TUC_FireEvacEmrgncy.pdf
- Emergency information are also located across the building

Emergent Issues in Chile (requiring immediate attention):

- In all cases of emergency in La Serena, refer to the local emergency response information posted in all buildings and houses. In short, dial the following numbers from any AURA phone or from a cell phone (if you do not speak Spanish, you should ask a bilingual person to help)
 - Ambulance: 131
 - Police: 133
 - Fire Brigade: 132
- In all cases of emergency at the summit, please refer to the safety training.
 - Call 577 and if they do not answer call 440 and stay on the line
 - Radio Channel 1
- For non-emergencies contact Giovanni Corvetto or the Paramedic.

Ongoing support and services:

Depending upon your situation, AURA and LSST Construction have a number of resources staff should feel free to utilize in a time of need. Resources and personnel are listed below.

Your Manager: Your manager should be the first person you feel comfortable reaching out to based on the mutual trust a manager and direct report should share.

The Directorate (Željko Ivezić, Victor Krabbendam, Steve Kahn): The LSST Directorate has an open-door policy and is committed to maintaining an open and inclusive environment at all sites of LSST Project work.

Lynda Dec (HR Division Chief): AURA works collaboratively, and in a supportive manner; and operates with respect and integrity towards ourselves and others.

Workplace Culture Advocates (see below) -- Sandrine Thomas, Chuck Gessner and Carol Chirino: In the context of improving our workplace culture and helping professional relationships and communications between LSST project personnel, the LSST management has appointed a number of LSST Workplace Culture Advocates (WCAs) to be receptive, impartial listeners to the LSST project personnel. Having WCAs provides a trusted system to bring up challenges, professional relationship issues, and suggestions to improve our relationships and communications. WCAs will work with LSST project personnel in confidence to deal with workplace culture issues that arise.

AURA-North

Amy Davidson (HR Generalist for LSST): HR should not only be utilized when a formal complaint is filed. AURA HR is trained and willing to help staff think through difficult work interactions and provide feedback and coaching.

Chris Montgomery (DA): Each AURA center has a Diversity Advocate reporting to the Director and serving on the Workforce and Diversity Committee. The DA works with Human Resources as well as outreach and educational staff to focus on workplace climate, workforce development, and other activities to broaden participation at AURA Centers.

AURA-South

Yura Monsanto (HR Generalist for LSST): HR should not only be utilized when a formal complaint is filed. AURA HR is trained and willing to help staff think through difficult work interactions and provide feedback and coaching.

AURA Diversity Advocates: Each AURA center has a Diversity Advocate reporting to the Director and serving on the Workforce and Diversity Committee. The DA works with Human Resources as well as outreach and educational staff to focus on workplace climate, workforce development, and other activities to broaden participation at AURA Centers.

Workplace Culture page on the LSST Project Website: <https://project.lsst.org/workplace-culture>

The Workplace Culture web page provides a message from the directorate, AURA Climate Survey data, and the following:

- **LSST Code of Conduct:** While culture is best transmitted by daily example, having some formal standards for conduct can aid newcomers and reinforce good patterns. All employees, vendors, and visitors are expected to comply with this policy and to take appropriate measures to ensure that their conduct reflects our values of civility, respect, and inclusiveness and that prohibited conduct does not occur.

- **AURA/LSST Standards of Workplace Conduct:** As stated in this document, we dedicate ourselves to “fostering a civil and inclusive community characterized by mutual respect for the contributions of all individuals.” As a member of the AURA community, LSST supports the values in that document, in addition to the codes of conduct adopted by our partner institutions.
- **Workplace Culture Advocates:** <https://project.lsst.org/workplace-culture-advocate>
Personal differences and diversity are a force we believe improves our LSST construction project by bringing new ideas and solutions to the success of the project. Sometimes there are unintended tensions and misunderstandings between individuals that might create an uncomfortable work environment for individuals and hinder LSST’s ultimate mission. In the context of improving our workplace culture and helping professional relationships and communications between LSST project personnel, the LSST management has appointed a number of LSST Workplace Culture Advocates (WCAs).
- **LSST Bullying and Harassment Complaints Procedure Manual:** <https://docushare.lsstcorp.org/docushare/dsweb/Get/LPM-171/BullyingHarassmentComplaintsProcedure.pdf> Beyond the legal requirements of Section 703 of Title VII, LSST affirms its commitment to ensure an environment at all work sites of the highest professional and ethical standards of conduct for all employees and one that is fair and humane. LSST is a highly diverse organization composed of people from differing backgrounds, perspectives, and experiences.

IntegrityLine: <https://hr.aura-astronomy.org/?q=ethicshotline> has been introduced as another channel for communicating concerns or questions you may have regarding ethical or misconduct issues, policy questions, improvement suggestions, interaction concerns, etc. It is not intended to necessarily supersede other methods of addressing these matters such as contacting HR.

Familiarize yourself with these resources and don’t be afraid to use them. In fact, if you have any questions about how some of these programs work, reach out to a WCA or your local HR representative.

Work/Life Pages:

AURA North:

Work/Life page on the AURA HR website: <https://hr.aura-astronomy.org/?q=worklife>
The work/life section of the HR website includes tools and resources to help employees create and maintain a work/life balance that works for them. Some of the specific benefits are provided to regular, full time employees as part of the insurance package from CIGNA (Life Assistance Program, Secure Travel and Will Preparation); other tools and resources are available to all employees.

- **Employee Wellness Program:** AURA’s Employee Wellness Program is a voluntary wellness program that strives to increase the well-being and productivity of all

employees, through the enhancement of all aspects of health. The program seeks to increase awareness of positive health behaviors, to motivate employees to voluntarily adopt healthier behaviors, and to provide opportunities and a supportive environment to foster positive lifestyle changes.

- **Life Assistance Program:** Personal problems can affect the lives of employees both at home and at work. When life's events become challenging, AURA employees have access to our Life Assistance Program (LAP). The LAP is offered to all employees and immediate family members of AURA through the Life Assistance & Work/Life Support Program. It is a completely Free and Confidential counseling and resource program. The program provides up to three telephonic or face-to-face sessions per incident per calendar year.

AURA South

AURA Bien Estar (Welfare Service) <https://www.bienestaraura.cl>

- The AURA Inc. Welfare Service arises in 1972, as an initiative of the "Professional Union of Private Employees of AURA", to meet the needs of a better quality of life among the workers of the company, along with providing them with medical security for them and their families. With these intentions, the First Regulation and Statute of the Welfare Service were drafted to be presented to the authorities of the "Astronomical Observatory Co. Tololo" and of the "Superintendence of Social Security".

Sindicato de AURA (AURA Union)