

Dear Aspen Lung Conference Participant,

The 2024 Aspen Lung Conference is in part funded by a grant from the NIH to National Jewish Health. National Jewish Health (NJH) is committed to providing a safe environment, free of harassment and discrimination. Participants in NJH programs and activities (including this event) must comply with NJH's Workplace Behavior Policy and Code of Conduct. Please review the following information regarding NJH's non-discrimination and anti-harassment policies, as well as how to report any violations of these policies, how to make a complaint, and how any complaints will be resolved.

NJH can provide supportive measures and other resources with or without the filing of a formal complaint by calling the confidential Compliance Hotline, 1-844-369-5635 or reporting a complaint at www.njhealth.ethicspoint.com. In an emergency, please dial 911. Non-emergency reports to security can be made to the NJH Security Office for on-campus incidents (303-398-1776) or to the local police department where the incident occurred.

National Jewish Health Notice of Non-Discrimination, Anti-Harassment and Non-Retaliation

Fair and equitable treatment of all employees, patients, and other persons is critical to fulfilling the mission and goals of NJH. Patients are to be treated without regard to gender, race, color, sexual orientation, religion, disability, age, marital status, or national origin. NJH hires, recruits, trains, promotes, assigns, transfers, lays off and terminates employees based on such factors as their own ability, achievement, experience, and conduct without regard to gender, race, color, sexual orientation, gender identity, religion, disability, age, marital status, or national origin. NJH does not discriminate against any individual with a disability with respect to any offer or term or condition of employment. We will make reasonable accommodations to the known physical or mental limitations of otherwise qualified individuals with disabilities.

Every employee has the right to work in an environment free of unlawful harassment, abusive, threatening or intimidating behavior and discriminatory retaliation. Unlawful employment discrimination and harassment based on gender, race, color, sexual orientation, religion, disability, age, marital status, or national origin is unacceptable and, therefore, prohibited. NJH has a zero tolerance policy for unlawful harassment. Degrading, derogatory, humiliating remarks, comments, jokes and slurs are considered inappropriate behavior and are not permitted at NJH.

Unlawful sexual harassment is a violation of NJH policy and prohibited. This prohibition includes unwelcome sexual advances or requests for sexual favors and other verbal or physical conduct of a sexual nature which occur when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an offensive, intimidating or threatening work environment. Sexual advances, requests for

sexual favors or sexual propositions are examples of potentially harassing behavior.

Some examples of harassing behaviors may be:

- Unwelcome sexual advances or requests for sexual favors;
- Unwelcome comments or behavior, including but not limited to drawings, written statements, social media posts, or verbal statements, related to an individual's race, ethnicity, color, national origin, sex, disability, religion, age, gender, gender identity, disability, height, marital status, political persuasion, sexual orientation, veteran status, or weight
- Unwelcome teasing, joking, or flirting based on actual or perceived gender identity, gender expression, or sexual identity/orientation

Any employee or third party who believes he or she has been discriminated against or harassed is encouraged to report the incident(s) to either National Jewish Health's Human Resource's Office or the Compliance Office. National Jewish Health will respond promptly, including by offering supportive measures, informing parties about the available complaint and investigation processes, and taking reasonable care to prevent and promptly correct discrimination or harassment.

National Jewish Health is committed to conducting prompt and equitable investigations and will appropriately address violations of policy. Upon completion of an investigation, anyone found to have engaged in acts of harassment, discrimination or retaliation will be promptly disciplined. If circumstances warrant, discipline for employees may include corrective action up to termination.

Any person may report discrimination, harassment or retaliation in person, by mail, by telephone, or on-line at the contact information listed below. Reports may be made at any time (including during non-business hours) by using the telephone number and online reporting form.

National Jewish Health, Human Resources and/or Compliance Office, 1400 Jackson Street, Denver, CO 80206, 1-844-369-5635, or www.njhealth.ethicspoint.com.

Questions about National Jewish Health's non-discrimination and anti-harassment policies may be referred to the National Jewish Health Human Resources Department at (303)-398-1038 or HR@njhealth.org.

Individuals may also notify NIH (<https://public.era.nih.gov/shape/public/notificationForm.era> or (301) 480-6701) or file a complaint with HHS OCR at the address below about concerns of harassment, including sexual harassment, discrimination, and other forms of inappropriate conduct at NIH-supported conferences.

U.S. Department of Health and Human Services^[1] 200 Independence Avenue,
SW^[SEP] Room 509F, HHH Building^[1] Washington, D.C. 20201

1-800-368-1019, 800-537-7697 (TDD)

<http://www.hhs.gov/ocr/office/file/index.html>

Filing a complaint with National Jewish Health is not required before filing a complaint of discrimination with HHS OCR, and seeking assistance from National Jewish Health in no way prohibits filing complaints with HHS OCR