



A WIRB-Copernicus Group Company

www.wirb.com

# WIRB International Fellows Program Handbook



WIRB International Fellows  
Program  
1019 39th Avenue SE, Suite 120  
Puyallup, WA 98374

Toll free: (800) 562-4789  
Office: (360) 252-2500  
Fax: (360) 252-2498  
Email: [fellowsprogram@wirb.com](mailto:fellowsprogram@wirb.com)



## Contents

Welcome .....	5
<b>Part I – Information about the Visitor Exchange Program .....</b>	<b>6</b>
Pre-Arrival Orientation.....	6
Trainee Category.....	6
Business Visitor Visa (B-1) - For business-specific purposes .....	6
SEVIS (Student Exchange Visitor Information System) .....	7
I-901 Fee .....	7
Visa Application.....	7
DS-2019 Form.....	7
Transfer of J-1 Status.....	7
Two-Year Home Country Residence Requirement .....	7
Maintaining J-1 Status.....	8
Communication of Personal Information .....	8
Extending Your Stay.....	8
Valid Passport .....	8
Completion of Program .....	9
Grace Period .....	9
<b>Part II – Information from the WIRB International Fellows Program.....</b>	<b>10</b>
About the WIRB International Fellows Program.....	10
Program Activities .....	10
Estimation of Minimum Costs for a 6-month Fellow .....	12
Fellow Board Members .....	12
Cultural Goals.....	13
Cultural Customs of the United States .....	13
Health Insurance Coverage.....	14
Western Institutional Review Board (WIRB).....	15
WIRB Dress Code .....	15
Getting around Puyallup, Washington.....	15
Training Schedule .....	16
Local Community Resources .....	16
New York University – NYU Langone Medical Center .....	18

Part III – WIRB International Fellows Program Policies.....	19
I. Attendance.....	19
II. Alcohol, Drugs & Firearms.....	19
III. Background Screening.....	20
IV. Computer, Email & Internet Use.....	20
V. Emergency Closure.....	21
VI. Families/Personal Visitors.....	21
VII. Harassment.....	21
VIII. Housing.....	22
IX. Personal Appearance.....	22
X. Safety.....	23
XI. Smoking.....	23
XII. Social Media.....	23

## Welcome

Welcome to the WIRB International Fellows Program. The program is designed for global healthcare professionals who intend to establish or improve institutional review boards (IRBs) in their home countries. Our intensive six-month program is designed to help participants to develop the knowledge necessary to create, manage, and/or administer IRBs that will operate in compliance with all relevant regulations and ethical standards intended to protect the rights and welfare of human research subjects.

WIRB's International Fellows Program is based in Puyallup, WA and includes training in human research ethics at New York University (NYU) Langone Medical Center. The fellows will supplement their NYU coursework with practical training, mentorship and observation of actual IRB meetings at WIRB in Washington State.

## Part I – Information about the Visitor Exchange Program

### Pre-Arrival Orientation

Exchange visitors (EVs) enter the United States on a J visa, which is granted to them by their program sponsors. Accompanying dependents (spouse and unmarried children 21 years of age or younger) will receive the J-2 visa status. As an EV with the WIRB Fellows Program, you fall into the following category:

#### *Trainee*

### Trainee Category

A training program is a structured and guided work-based learning program for a trainee as set forth in an individualized Training/Internship Placement Plan (Form DS-7002), that develops new and advanced skills in a trainee's occupational field through exposure to American techniques, methodologies, and technologies; and enhances a trainee's understanding of American culture and society.

A trainee is a foreign national participating in a structured and guided, work-based training program in his or her specific occupational field (in an occupational category for which a sponsor has obtained designation) who has either:

- A degree or professional certificate from a foreign ministerially-recognized post-secondary academic institution and at least one year of prior related work experience in his or her occupational field acquired outside the United States; or
- Five years of work experience in his or her occupational field acquired outside the United States.

The WIRB Fellows Program operates both two and six month programs. Two-month Fellows require a B1/B2 visa. While Fellows participating in the 6-month program may participate with a B1/B2 visa (up to 1 year), it is preferred that they hold a J1 visa (up to 18 months).

### Business Visitor Visa (B-1) - For business-specific purposes

The purpose of a B-1 visa is for temporary travel for business (up to 1 year). The purpose specific to the Fellows Program is that you are participating in short-term training. The next step is to schedule a visa interview appointment and apply for a visa at the U.S. Embassy or Consulate abroad, generally in your country of residence. To learn more about how to apply for a business visitor visa (B-1), visit: <https://travel.state.gov/content/visas/en/business.html>

## SEVIS (Student Exchange Visitor Information System)

When you are accepted into the Exchange Visitor Program, you will be enrolled in SEVIS a system that collects information on non-immigrant students (F and M visas), exchange visitors (J visas), and their spouses and dependents (F-2, M-2, and J-2 visas).

### I-901 Fee

Most J-1 Exchange Visitors must pay the SEVIS I-901 Fee. Visit the U.S. Immigration and Customs Enforcement (ICE) Student and Exchange Visitor Program (SEVP) website to learn more about SEVIS and the SEVIS I-901 Fee: <https://www.ice.gov/sevis/i901>. The I-901 SEVIS fee for exchange visitors (J-1) is \$180.00 USD. There is no fee for a spouse or dependent accompanying you.

## Visa Application

Once you have been accepted into the Exchange Visitor Program, there are several steps to apply for a visa. Please consult the instructions available on the embassy or consulate website where you apply: <https://www.usembassy.gov>

Form DS-160 –You must: 1) complete the online visa application and 2) print the application form confirmation page to bring to your interview.

Photo – Upload your photo while completing the online Form DS-160. Your photo must be in the format explained in the Photograph Requirements:

<https://travel.state.gov/content/visas/en/general/photos.html>.

Learn more about completing the DS-160: <https://travel.state.gov/content/visas/en/forms/ds-160--online-nonimmigrant-visa-application.html>

### DS-2019 Form

After you are invited to participate in the WIRB Fellows Program, you will receive the DS-2019 form. Present this form to the U.S. embassy or consulate in your home country to apply for your J-1 Visa. This form contains the program information such as the start and end date, and other information relevant to your J-1 status.

## Transfer of J-1 Status

This option enables you to transfer to WIRB from another program, or transfer to another institution after the WIRB Fellows Program to continue training in the U.S. You may transfer if:

- a.) The J-1 visa category (trainee) will not change.
- b.) Time spent both at WIRB and the previous/future institution will not exceed the length of time allowed for the respective J-1 Visa category, and
- c.) The Responsible Officer at the current institution approves the transfer.

## Two-Year Home Country Residence Requirement

EVs who are subject to the Two-year Home Residence Requirement are not eligible to change their visa status from J-1 to H (temporary worker), L (intra-company transferee), or an immigrant visa (“green card”), unless they return and reside in the country of their last permanent residence for two years after completing their programs in the U.S.

This is a condition that applies to some Exchange Visitors (EVs) who obtain J Visa status under the following circumstances:

- a.) The Exchange Visitor received full or partial funds from the U.S. government, his/her own government, or an international organization funded by a government;
- b.) The education, training, or skills that the Exchange Visitor is pursuing in the U.S. appear on the Exchange Visitor Skills List for his/her legal country of residence published by the Department of State.
- c.) Foreign medical graduates receiving training in the U.S. under the sponsorship of the Educational Commission for Foreign Medical Graduates (ECFMG).

EVs who are subject, but do not wish to comply with the residence requirement may apply for a waiver from the U.S. Department of State during or after the completion of the program. Information and guidelines are available at [www.state.gov](http://www.state.gov).

## Maintaining J-1 Status

### Mandatory Check-in (validation of arrival)

As a newly admitted WIRB J-1 trainee, your arrival must be updated in SEVIS. This process is called 'validation' and must be completed within 30 days after the starting date stated in Box #3 on the DS2019 form. In order to do this, check-in by email with the Compliance Training & Development Coordinator upon arrival in Washington.

Failure to validate your arrival by checking in with the Compliance Training & Development Coordinator will result in automatic termination of your J-1 EV status in the SEVIS system.

On the first day of training, please bring the following documents to the Compliance Training & Development Coordinator:

- 1) Copy of DS-2019 (Page 1)
- 2) Copy of J-1 Visa (except Canadian citizens)
- 3) Copy of Passport Photo Page
- 4) Copy of Proof of Medical Insurance

## Communication of Personal Information

WIRB is required to monitor the participation of all J-1 participants in the EVP. As a part of this monitoring, EV's must report to WIRB any changes in his/her telephone number, email address, actual and current U.S. address within 10 calendar days.

If your spouse and dependent will accompany you, an email address for them must be provided.

## Extending Your Stay

The DS-2019 must be valid at all times. If you plan on extending your stay, you must apply for an extension of stay at least 10 business days prior to the expiration date of your DS-2019.

## Valid Passport

Your passport must be valid for at least six months beyond the validity date of the DS-2019 form.

## Completion of Program

Please inform the Compliance Training & Development Coordinator if you plan to depart earlier than 30 days prior to the expiration date on your DS-2019.

## Grace Period

Upon completion of your program you are allowed an additional 30-day grace period to prepare for your departure from the U.S. During this grace period, you are not allowed to work or study. Once you leave the country within these 30 days your visa automatically expires and you will not be able to re-enter the country to reclaim the rest of your grace period time.

## Part II – Information from the WIRB International Fellows Program

### About the WIRB International Fellows Program

The Fellows Program is offered in both two-month and six-month programs. The two-month program coincides with the first eight weeks of the six-month program.

Most of the Fellows Program training takes place at Western Institutional Review Board (WIRB) headquarters, with the exception of two weeks, which take place at New York University Langone Medical Center in New York, NY.

The objectives of the training are:

Phase 1: To achieve a foundational understanding of the history, roles and responsibilities, and processes in protecting human subjects.

Phase 2: Additional foundational understanding of the history, roles and responsibilities, and processes in protecting human subjects with in-depth discussions provided by the Division of Medical Ethics, NYU Langone Medical Center in New York, NY.

Phase 3: Training on standards of practice, understanding of the regulations, protocol review, the consent process, human subject populations, and safety.

In addition, as part of Phase 3 the 6-month Fellows will learn the role and responsibilities of a board member. At the end of this phase, trainees will be eligible to become voting board members.

A complete schedule will be distributed on orientation day.

### Program Activities

The professional staff and volunteer members of the WIRB Board are excited about the opportunity to work with the International Fellows, and look forward to hosting a variety of activities.

Fellows program participants will work with board members and WIRB staff to learn about the differences in administrative practices, and to increase the understanding between exchange visitors and American society, culture, and institutions.

Outside of training, Fellows, WIRB staff, and Board members will have the opportunity to participate in a variety of activities. Some activities are included in the program and others require that tickets be purchased or fees paid. A complete list of activities and costs will be provided during the orientation; those that are mandatory will be identified.

## Sample Activities List

### Seattle, Washington:

- Pike Place Market/Waterfront
- Space Needle/Seattle Center
- Seattle Art Museum
- Ballard Locks
- Mariner Baseball Game
- Sounders Soccer Game
- 5th Ave Theater

### Greater Washington:

- Ferry Trips
- Mt. Rainier
- Boeing Plant
- Museums
- Holiday Traditions
- Olympic National Forest

### Puyallup, Washington:

- Washington State Fair Grounds
- Farmer's Market
- Point Defiance Zoo and Aquarium
- Tillicum Village/Salmon Bake
- Visit local schools
- Sailing Trip

### New York City:

- City Bus Tour
- Broadway
- Times Square
- Cultural Performances
- Museums

### Off-site Visits (Washington State):

- Oregon Health Sciences University IRB
- Seattle Children's IRB
- Seattle Cancer Care Alliance
- Fred Hutch Cancer Research Center
- PATH
- University of Washington IRB
- Multicare IRB
- Bill & Melinda Gates Foundation

## Estimation of Minimum Costs for a 6-month Fellow

Required costs for ONE person to attend the program: (Note, if family members are joining you, the costs will increase). These numbers are an estimate; your actual costs may vary. WIRB will secure housing and offer housing options for WA and NY.

Expenses (estimated)	Daily cost	Monthly total	Total (170 days)
WA Apartment (2-bedroom) – 156 days*	\$40.00	\$1,240.00	\$6,800.00
NY Hotel (Single room) - 14 days	275.00		3,850.00
Food, entertainment, etc. **		1,533.00	9,200.00
Health Insurance ***		500.00	500.00
Roundtrip airfare to US			1,500.00
Roundtrip airfare from WA to NY			600.00
		<b>TOTAL</b>	<b>\$ 22,450.00</b>

\*Based on double-occupancy. If you require a 1-bedroom, WIRB can facilitate your obtaining a lease. Approximate cost will be \$82/day.

\*\* Based on \$50 per day (156 days) in WA and \$100 per day (14 days) in NY.

\*\*\* Sufficient health insurance is required for each person. In determining adequacy of insurance coverage, please check as to whether insurance will pay for emergency procedures only.

## Fellow Board Members

Participants that successfully complete the six-month fellows program and mentorship period are assessed for eligibility to become WIRB board members. If appointed, they participate in board meetings as voting members and present agenda items as assigned. **WIRB does not provide employment as part of the International Fellows Program.**

## Cultural Goals

WIRB offers opportunities to share knowledge and understanding of the needs of review boards in developing countries. In addition to the established curriculum, WIRB will incorporate information about U.S. history and politics, educational systems, ethnic, racial, religious diversity in the U.S., American culture, holidays, recreation, community service and volunteerism.

## Cultural Customs of the United States

Here is a brief look at some of the cultural customs in the United States. While different regions of the United States have varied customs, many of these are universal across the country.

### Language

Over 90% of the population speaks and/or understands at least a moderate amount of English. While very similar, it is not exactly the same “English” that is spoken in the United Kingdom. The United States has its own idioms and colloquialisms, frequently referred to as “American English” which also varies depending on the region.

### Religion

The United States is home to a wide range of diversity in religious beliefs and practices. While more than 70% of U.S. residents identify as Christians (20% as Catholics, and the remaining 50% as some variation of Protestant) one quarter of the U.S. population claim no religious affiliation. Other religions you will see represented in the United States include:

- Judaism
- Islam
- Hinduism
- Mormons (Church of Latter Day Saints)
- Jehovah’s Witnesses
- Buddhism
- New Age Religions
- Paganism/Wicca

If you would like assistance in finding a house of worship for yourself, the Compliance Training & Development Coordinator would be happy to help you locate one.

### American Food

American cuisine is as varied as the people in the country. Much of the cuisine is influenced by European and Asian cultures, but you will be able to find almost any type of food that you want across the country. Some regional specialties are popular in certain states, such as seafood in Washington State, and bagels, pizza and deli sandwiches in New York.

### Holidays

A variety of holidays, both local and international, are celebrated in the United States. Among some of the holidays that are unique to the U.S. include:

- Martin Luther King Jr. Day – The third Monday in January, celebrates the contributions of the prominent civil rights leader, Martin Luther King Jr.
- President’s Day – The third Monday in February, honors the birthdays of Presidents George Washington and Abraham Lincoln.
- Memorial Day – The last Monday in May, honors veterans of all the wars fought by American forces.
- Independence Day – 4th of July, celebrates the declaration of U.S. independence from Great Britain.

- Labor Day – The first Monday in September, honors the contribution of U.S. laborers in the workforce.
- Veteran’s Day – 11th of November, honors military veterans of wars fought by the U.S.
- Thanksgiving–The fourth Thursday in November, commemorates the shared harvest festival between the settled Pilgrims and Native Americans in 1621 Plymouth, MA.

Most of these holidays are commemorated by a day off for the government, which includes most employees and those who work and study at schools and universities. Memorial services, celebrations, and parades commemorate many of these days as well.

## Health Insurance Coverage

As mentioned previously, you are required to have medical insurance in effect for yourself (J-1), your spouse and any dependents (J-2) for the duration of your program. Here is a list of insurance companies that can assist you in securing insurance:

### Travel Insurance Services

Seven Corners [www.sevencorners.com](http://www.sevencorners.com)

Remember the insurance you choose must contain the minimum coverage:

- a.) Minimum Insurance Coverage – Insurance shall cover: (1) medical benefits of at least \$100,000 per person per accident or illness; (2) repatriation of remains in the amount of \$25,000; and (3) expenses associated with medical evacuation in the amount of \$50,000.
- b.) Additional Terms – A policy secured to fulfill the insurance requirements shall not have a deductible that exceeds \$500 per accident or illness, and must meet other standards specified in the regulations.

There are no specific insurance requirements for persons travelling on a B-1 visa. However, it is highly recommended that you obtain insurance coverage for the duration of your participation in the program to cover the costs of any health concerns/emergencies.

In determining adequacy of insurance coverage, please inquire as to whether insurance will cover emergency procedures only; if it will not cover what would be considered standard of care visit you will need to pay those costs out of pocket.

Contact the Compliance Training & Development Coordinator for questions about health insurance coverage.

## Western Institutional Review Board (WIRB)

WIRB is located in the city of Puyallup [pew-al-up], Washington. The City of Puyallup sits at the foot of Mount Rainier in the Puget Sound region, 10 miles east of Tacoma and approximately 35 miles south of Seattle.



*200+ employees are located on the first floor of the building*



*This is the eating area (café)*

There is a large kitchen area at WIRB with refrigerators and microwaves available if you wish to bring your lunch. Delivered food options range from \$7.00 to \$15.00. The Puyallup area offers many lunch options. The café has a small market place to purchase food and beverages.

### WIRB Dress Code

- Dress at WIRB is casual business attire. Please see the policies in Part III for additional information about the expectations for program attire.
- Puyallup, Washington weather can be rainy, particularly in the winter months, so an umbrella and raincoat or jacket is recommended.
- Temperatures from June to September average for the high, 68-72 degrees F and the low, 45-50 degrees F. The weather can be unpredictable, sunny, cloudy, and rainy all in the same day. October to December average for the high, 30-45 degrees F and low, 20-40 degrees F. Expect light rain and clouds most days in the winter.
- For more detailed climate information, check <http://www.usclimatedata.com>.

### Getting around Puyallup, Washington

**Seattle-Tacoma International Airport** is the nearest international airport to Puyallup. WIRB will arrange transportation for Fellows to and from the airport and around Washington, including organized group excursions.

## Training Schedule

The training hours will vary depending on the events scheduled. Typically, training is scheduled Monday to Friday from 8:00am to 3:00pm, and may include any combination of classroom or online instruction, seminars, conference attendance, and similar learning activities some of which could include off-site educational visits. Offsite visits and cultural events may be scheduled outside of the training hours.

A complete schedule will be provided during orientation on the first day of training.

Sample daily training schedule:

Training Time	Topic	Location
8:00am - 11:00am	21 CFR 50	Princeton Room
11:30am - 12:00pm	IRB Organization	Training Room
12:00pm - 12:30pm	Lunch	Café
12:30pm - 1:30pm	Consent Form Review	Princeton Room
1:30pm - 3:00pm	Research Involving Prisoners	Princeton Room

Sample offsite schedule:

Training Time	Topic	Location
7:30am	Leave for Seattle	Apartments
9:00am - 12:00pm	Seattle Children's IRB	Seattle
12:00pm - 1:00pm	Lunch	Duke's Chowder House
1:00pm - 4:00pm	Gates Foundation Tour & Seattle	Seattle
5:30pm	Return from Seattle	Apartments

## Local Community Resources

### Public Transportation

Pierce County Transit provides transportation via bus, train and light rail. The local area of Puyallup has transportation available in most areas and the scheduled times are limited. For more information, visit <http://www.piercetransit.org/home/> (Buses) or <http://www.soundtransit.org/souder> (Train and Light Rail).

### Other Transportation

Rental cars: Rental cars cost approximately \$35.00 per day, \$180.00 per week, or \$800.00 per month, depending on the rental car agency. An international license is not required for an exchange visitor to drive in Washington State. A driver with a valid license from another country may drive legally using their home country license for up to one year.

## Medical Centers

Using your medical insurance, you have access to all levels of medical care, from routine doctor visits to emergency medical care. If you have urgent (but non-emergency) care needs, e.g. fever or sore throat, we recommend using an urgent care facility. See below for the near urgent and hospital facilities. In the event of a life threatening emergency, use a phone to dial **9-1-1**. This will give you immediate access to ambulance, fire and police departments.

Local area hospital:

MultiCare Good Samaritan Hospital

Emergency Room Services Available

Phone: 253-697-4000

Address: 401 15th Ave SE, Puyallup, WA 98372

Urgent care locations:

MultiCare Puyallup Urgent Care

Phone: 253-697-8610

Address: 220 15th Ave SE, Puyallup, WA 98372

U.S. Health Works Phone: (253) 840-1840

Address: 3850 South Meridian, Puyallup, WA 98373

## Schools

The local school district is the Puyallup School District: Phone: (253) 841-1301, website: [http://www.puyallup.k12.wa.us/pages/Puyallup\\_School\\_District](http://www.puyallup.k12.wa.us/pages/Puyallup_School_District).

The district has 21 elementary schools (kindergarten to 6th grade), seven junior high schools (7th to 9th grade), three comprehensive senior high schools (10th to 12th grade), and an alternative school, all of which serve more than 22,250 students.

## Libraries

The Pierce County Library system and the Puyallup Public Library offer a wide variety of services: Books, electronic books, technology, and meeting rooms.

Puyallup Library

Phone: 253.841.5454

Address: 324 South Meridian

Puyallup, WA 98371

Website: <http://www.puyalluplibrary.org/391/Library>

## Recreation Centers

Western Washington has many points of interest and a wide variety of recreational activities. To learn more about things to do in Washington State, visit [www.experiencewa.com](http://www.experiencewa.com). The housing location and local hotels generally offer onsite workout facilities. Puyallup also host several state of the art gyms for a fee.

## Banks

WIRB will assist Fellows in establishing an account at a local bank.

## New York University – NYU Langone Medical Center

NYU Langone Medical Center is located in Midtown Manhattan. Fellows will attend training at Langone in either March (Spring) or June (Summer) depending on the session in which they choose to participate.



### Public Transportation

Public bus and subway service is operated via *The Metropolitan Transportation Authority* ([www.mta.info](http://www.mta.info)).

Purchase a **MetroCard** at a station booth vending machine or commuter rail and reload with funds as needed during your stay in New York.

Many New Yorkers travel by taxicab. To hail a cab, simply stand by the side of the road with your arm up in the air. A cab will pull up alongside you and take you where you want to go. Another option for travel within New York is Uber. By downloading the Uber app to your smart phone, you can use the app to request a driver to pick you up and drive you wherever you want to go. Uber tends to be somewhat less expensive than taxicabs.

### More information

New York City in June and July can be quite hot, typically in the mid 80's Fahrenheit, and quite humid.

NYU Langone Medical Center is located only blocks from the United Nations Headquarters, a 15-minute walk to the Empire State Building, and a short cab ride to many world-class museums, such as the Metropolitan Museum of Art and the Museum of Modern Art.

## Part III – WIRB International Fellows Program Policies

### I. Attendance

In an effort to meet the goals of the Fellows Program and to satisfy the requirements of WIRB's commitments to the U. S. Department of State, all participants are expected to regularly attend and be punctual for scheduled sessions/required activities. Fellows who are unable to attend sessions/required activities must contact the Compliance Training & Development Coordinator in advance of the intended absence. Absences for periods longer than one (1) day and for other than illness must receive pre-approval.

The maximum period for which any general absences will be authorized is **10** business days. Approval for extended absences is dependent on a number of factors including purpose of the absence and the timing of the absence in relation to the program's schedule. During extended absences, stipends for those Fellows who have received WIRB scholarships will be suspended.

Attendance will be monitored; persistent and unauthorized absenteeism may be grounds for removal. Contributions and classroom performance will be also be assessed intermittently to assess continuation in the program is appropriate.

**Note:** Late entry to the program **may** be allowed depending on the circumstances that caused the delay and after an assessment has been made regarding the anticipated impact of the missed sessions.

### II. Alcohol, Drugs & Firearms

WIRB requires that its workplace be free of items that could pose a threat to the safety and well-being of its employees, and any guests to its facilities. Fellows are required to report to the program sessions in a manner that is appropriate to fully engage with and participate in the sessions. While on company premises and while conducting business-related activities (including attending functions in which you are a recognized guest of WIRB), Fellows may not use, manufacture, distribute, sell or be under the influence of drugs, or other controlled substances. The legal use of prescribed drugs is permitted if it does not impair the Fellow's participation in the program or endanger other program participants or WIRB employees.

Alcohol is permitted at social events only.

Please note the following:

- The State of Washington has driving under the influence laws (DUI). A driver may be charged with a DUI if the results of a breath or blood test show the amount of alcohol in the driver's blood to be .08 or higher for adults (21 and over) or .02 or higher for minors (under 21) or he/she is found to be driving a vehicle under the influence or affected by alcohol, any drug, or a combination of alcohol and drugs, regardless of the concentration of alcohol in their breath or blood. If you are found driving under the influence by alcohol, drugs, or both, in addition to possible fines and/or other court action, your driving privileges in Washington State may be suspended or revoked.
- According to the U.S. Department of State policy implemented on November 5, 2015, consular officers are required to prudentially revoke (i.e., without making a determination that the individual is inadmissible) nonimmigrant visas of individuals arrested for, or convicted of, driving under the influence or driving while intoxicated, or similar arrests/convictions, that occurred within the previous five years, as detailed in 9 FAM 403.11-3(A). In cases of a DUI

arrest/conviction, consular officers may prudentially revoke the visa of an individual even if he or she is physically present in the United States. If a J-1's visa is revoked, the Department will usually revoke any J-2 dependents' visas as well.

In addition, while Washington state law allows for persons with appropriate permits to carry a licensed firearm (including a concealed weapon), firearms are not allowed on the company's premises for any reason.

### III. Background Screening

For those Fellows who become WIRB Board Members, participation in the International Fellows program at the WIRB-Copernicus Group® (WCG) is contingent not only on the possession of appropriate qualifications but also upon the completion of a satisfactory background screen. The Company reserves the right to conduct follow-up background screens periodically while the Fellow is participating in an active role with the organization. The screen can include but is not limited to:

- Professional and personal reference checks;
- Employment and education verification;
- Local and International criminal checks (as applicable); and
- Debarments, suspensions, exclusions and other declarations of ineligibility

### IV. Computer, Email & Internet Use

WIRB recognizes the fact that use of the Internet and email via either company-owned or personal devices is increasingly important as a mechanism to maintain contact and research information. Use of the internet and email is generally encouraged but in a manner that is appropriate and responsible, while connected to WIRB's business, guest, and public networks.

To that effect, please be reminded that:

- WIRB's internet or email must not be used to transmit, retrieve or store any communications or content that is discriminatory, harassing, pornographic, defamatory, or that might adversely reflect on WIRB or the WIRB-Copernicus Group®;
- Copyrighted materials belonging to entities other than WIRB may not be transmitted on the company's network without permission of the copyright holder.
- If you are loaned WIRB technology such as a laptop:
  - All technology that is provided by WIRB is the property of the company and as such, should generally not be used for personal convenience. As a result, the company routinely monitors use patterns;
  - Downloading browser add-on packages (i.e. "plug-ins") and installing programs from the Internet or other sources onto WIRB computers and equipment is prohibited without prior permission from the IT department.

Failure to observe appropriate technology use could result in removal from the International Fellows program.

## V. Emergency Closure

Emergencies such as inclement weather, fire, power failure, or other natural disasters can disrupt WIRB's operations, and in extreme cases may require that normal business hours be changed or that the offices be closed.

In the event of an emergency closure or modified office hours, Fellows will be notified and reasonable accommodations will be made to either facilitate transportation to the facility, to conduct sessions remotely or to complete assignments off-campus.

## VI. Families/Personal Visitors

While participating in the Program, the International Fellows will be away from their homes and families for either 2 or 6 months. WIRB appreciates that the extended absence can have an impact on the Fellows which may prompt visits by family members during the course of the program. Unfortunately, family members will not be able to stay in the WIRB-sponsored housing as they are shared facilities and the presence of visiting guests may negatively impact the assigned roommate. WIRB can assist with helping Fellows to source accommodations, at their cost, for visiting family members but **cannot** guarantee that living space will be available for visitors. If Fellows require this type of assistance, notice of family member visits must be provided to the Compliance Training & Development Coordinator at least one (1) month in advance.

If Fellows' family members or guests visit the WIRB's offices, they will be required to sign a confidentiality agreement and observe all of the same rules as the Fellows for conduct. Fellows are responsible for providing information to their family members/personal visitors about WIRB's requirements, and any damages caused by the visitors will be the responsibility of the Fellow.

## VII. Harassment

WIRB is committed to providing an environment that is free of verbal, physical and visual forms of harassment. Harassment based on sex, race, national origin, religion, age, disability, sexual orientation, or any other basis protected by local, state or federal law is strictly prohibited and will not be tolerated by anyone in the workplace including supervisors, co-workers or non-employees (such as IRB board members, Fellows, consultants, or contractors).

Examples of harassment in general include, but are not limited to:

- Cartoons or other visual displays of objects, pictures or posters that depict such protected groups in a derogatory way.
- Verbal conduct, including making or using derogatory or degrading comments, epithets, slurs, and jokes towards such groups.

Sexual harassment may be based on a person's gender, sexual orientation, or pregnancy, childbirth or related medical conditions. Examples of sexual harassment include, but are not limited to, the following types of behavior:

- Unwelcome advances such as requests for dates, propositions for sexual favors or excessive one-sided, romantic attention.

- Offering or conditioning an employment benefit, like a raise, a promotion or a special job assignment, in exchange for sexual favors.
- Making or threatening reprisals, or changing performance expectations after an employee has turned down a sexual advance.
- Visual or physical conduct, like leering, making sexual gestures or displaying sexually suggestive objects, pictures, jokes, cartoons, calendars or posters in the workplace.
- Graphic verbal or written comments (including e-mails or other electronic documents) about an individual's sex life or body.
- Unwelcome physical contact, including pats, hugs, brushes, touches, shoulder rubs, assaults, or impeding or blocking movements.

Each person is responsible for supporting and adhering to this policy, and should never engage in nor tolerate inappropriate behavior. In the event that a person experiences harassing behavior, options include asking the offending individual to stop the inappropriate conduct, or reporting the offending behavior to the Chief Compliance Officer.

Fellows who violate this policy will be removed from the program.

## VIII. Housing

In order to facilitate participation in the Fellows Program, WIRB arranges optional furnished rental housing at locations that are in close proximity and offers easy access to its offices. All furnishings in the housing remain the property of WIRB and/or the property owner. Any damages to the housing or property it contains (e.g. from smoke, fire, water, etc.) must be reported to the Compliance Training & Development Coordinator; the responsible Fellow(s) will be required to pay for associated costs of any damages incurred.

## IX. Personal Appearance

WIRB has adopted a Business Casual Dress Attire as its standard policy Monday through Thursday for employees; this policy extends to participants in the International Fellows Program. Exceptions to this policy can occur which would necessitate more traditional business attire (e.g. attendance at a speaking engagement, corporate or industry function, etc.). Clothing choices, grooming and hygiene must therefore be reflective of the organization's business-professional expectations.

Business Casual Attire includes but is not limited to slacks, khakis, sport shirts, polo and cotton shirts, golf shirts, skirts and dresses, suits, (including sleeveless), turtlenecks, sweaters, loafers, pumps and sandals.

Casual Attire (Friday and other ad hoc pre-identified days) includes but is not limited to jeans, tee shirts, sweatshirt, capris, and athletic shoes.

Items that should **NOT** be worn: shorts, bib overalls, halter tops, beachwear, work-out attire, tank tops, spandex or other form-fitting pants, t-shirts and sweatshirts with offensive slogans or pictures, or revealing/sheer clothing.

## X. Safety

WIRB has a workplace safety program as part of providing a safe work environment for employees, clients and visitors. Information about workplace safety and health issues is made available through departmental meetings, bulletin board postings, emails or other written communications. A safety committee has been established to assist in these activities.

Each person is expected to exercise caution in all activities while on the premises and to comply with general safety rules that include but are not limited to the following:

- Report any unsafe condition, injury or accident to the Fellows Program Administrator.
- Do not allow unauthorized persons to have access to restricted areas.
- Do not smoke in “No Smoking” areas.
- Work areas must be clean and orderly at all times.
- Store all materials and equipment appropriately in their proper places.
- Do not engage in roughhousing on the premises.
- Drive safely and courteously when operating a vehicle as part of work, or when operating a vehicle on WIRB premises.
- Heavy objects must be lifted only with the appropriate equipment and/or assistance.

## XI. Smoking

In compliance with the laws of Washington State, WIRB is a **no smoking** facility. Smoking is only permitted within a reasonable distance of at least 25 feet away from entrances, exit, windows that open, and ventilation intakes; there are designated areas for smoking outside of the building and cigarette butts are to be disposed of safely.

## XII. Social Media

Social media is now a fixture in today’s electronic world and has become critical to maintaining contact both locally and internationally. Generally, information that is posted on social networking sites is public though the level of access can be somewhat restricted based on selected privacy settings. Since all of the posted information is not guaranteed to be completely confidential, it is expected that due consideration will be given to both the content and potential impact of the information that will be posted about WIRB, its employees or other Fellows program participants.

Fellows can be held legally liable for any actions that are unlawful or for information posted that may be defamatory, proprietary, confidential, harassing or libelous.

During the orientation session, additional information will be provided about the program’s policies and expectations. All trainees will be required to confirm, by signature, their understanding of, and agreement to abide by all of the program’s requirements.