CARNEGIE INSTITUTION OF WASHINGTON

POLICIES AND PROCEDURES

These policies and procedures apply to the Carnegie Institution of Washington, and its Departments, and are designed to facilitate the scientific and business operations of the organization. Policies and procedures also help assure compliance with various laws and regulations applicable to the Institution. All policies and procedures are to be adhered to by employees of the Institution.

Desk procedures supplement these policies and procedures. Any operating desk procedures must comply with these policies and procedures. In addition, individual Departments of the Carnegie Institution may supplement and amend these policies and procedures, subject to a compliance review coordinated by the Director of Administration and Finance. Any supplements or amendments will be signed by the Director and posted on an individual Department’s website.

Finally, a significant portion of these policies and procedures do not apply to Carnegie’s operations in Chile. As a general matter, Chile’s operations have separate policies and procedures because of unique human resources and other legal and regulatory requirements. As of the date below, Chile’s policies and procedures are subject to separate review and are posted and available as required.

From time to time, the Institution amends its policies and procedures. Revision dates are noted on the individual documents.

October 1, 2009

Director, Administration and Finance

Date
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