MANUAL FOR VISITING SCHOLARS & STUDENTS

We are pleased that you have applied to be a summer fellow or visiting scholar at the Mises Institute. The opportunity to spend time with great scholars in economics and other disciplines, and doing research in the Mises Institute’s library, is an investment that will pay high intellectual returns for years to come. The following tells you a bit more about the Institute and provides some general guidelines concerning what is expected of you during your time here. If there is something about your fellowship, visit, or this manual that you do not understand or that might pose an issue, it is best to settle the matter before you begin your term. Bring your concerns to Felicia Jones (felicia@mises.org). If you are not satisfied with the way your question has been answered or your problem handled, speak to the Academic Vice President, Dr. Joseph Salerno, or write to him at salerno@mises.org

Confidentiality

Stipends are confidential and not to be discussed with anyone but Dr. Joseph Salerno.

Hours and Holiday

Except during announced holidays, the Mises Institute is open 8:00 a.m. - 5:00 p.m. Monday through Friday. Summer fellows or visiting scholars may request extended Institute availability to a Mises Institute staff member. Stipend payments depend on days in the office. Summer Fellows absences during weekdays must be approved by Dr. Joseph Salerno.

Drug or Alcohol Abuse

Institute personnel and students are prohibited from possessing, using, selling, or purchasing illegal drugs. Be advised, too, that Alabama law prohibits anyone under the age of 21 to consume alcoholic beverages or tobacco products on Mises Institute property or during an event sponsored or hosted by the Institute. Drunken behavior is prohibited.

Policy Regarding Discrimination and Harassment

The Mises Institute is committed to providing an environment of equal opportunity for employment and study. Accordingly, hiring and fellowship decisions are made without regard to the applicant’s age, sex, color, race, national origin, or any other category protected by law. The Mises Institute has adopted a strict no discrimination and no harassment policy. The Mises Institute will not tolerate the harassment of applicants, employees, students, or vendors. Any form of harassment relating to an individual’s race, color, religion, national origin, sex (including same sex), pregnancy, childbirth, or related medical conditions; age, disability or handicap, citizenship status, veteran status, or any other category protected by federal, state, or local law is a violation of this policy and will be treated as a disciplinary matter. Violation of this policy will result in disciplinary action, up to and including immediate termination.

At a minimum, the term “harassment” as used in this policy includes offensive remarks, comments, jokes, slurs, or verbal/written conduct pertaining to an individual’s race; color; religion; national origin; sex (including same sex); pregnancy, childbirth, or related medical conditions; age; disability or handicap; citizenship status; veteran status; or any other category protected by federal, state, or local law.

The Mises Institute also prohibits retaliation, which includes but is not limited to threatening an individual or taking any adverse action against an individual for (1) reporting a possible violation of this
policy, or (2) participating in an investigation conducted under this policy. All staff are covered by this policy and are prohibited from engaging in any form of harassing, discriminatory, or retaliatory conduct. No one has the authority to suggest to any applicant or employee that employment or advancement will be affected by the individual entering into (or refusing to enter into) a personal relationship with that individual, or for tolerating (or refusing to tolerate) conduct or communication that might violate this policy.

Non-employees are also covered by this policy. The Mises Institute prohibits harassment, discrimination, or retaliation of our employees in connection with their work by nonemployees. Immediately report any harassing or discriminating behavior by nonemployees, including contractor or subcontractor employees. Any employee who experiences or observes harassment, discrimination, or retaliation should report it using the steps listed below.

If you have any concern that our harassment policy may have been violated by anyone, you should report the matter to Dr. Joseph Salerno or Dr. Thomas DiLorenzo. Persons who violate this or any other Institute policy are subject to discipline, up to and including immediate termination of your fellowship or stay at the Institute.

Community Relations

Summer fellows and visiting scholars are not permitted to speak officially on behalf of the Mises Institute and may not claim to be doing so in any verbal or written manner, whether in email correspondence, public writings, or private conversation. Students, summer fellows, or visiting scholars may not call on extraordinary favors from Auburn residents or otherwise borrow sums of money over $1,000 from private individuals without the Institute’s permission. You may not write letters to the editor of local newspapers or involve yourself in any local political activities, sign any petitions, or stir up or weigh in on any local political and ideological controversies during the term of your fellowship or research visit.

The Mises Institute utilizes local contractors and vendors to fulfill its needs for events and building maintenance. Summer fellows and visiting scholars are required to treat them with respect and general courtesy.

Other General

If you are here on scholarship, your attendance at daytime lectures and sessions of events is mandatory. Attendance at social functions is not required. If you seek an exception to this, speak to Dr. Joseph Salerno.

Families

If you have family members with you, the Institute will hold you accountable for their well-being and behavior while you are here.

Health Coverage

You are responsible for all medical expenses. The Institute will gladly direct you to physicians or clinics in the area as the need arises. For the Institute to obtain medical assistance for you, in the event you are unable to do so yourself, the Institute requires a written, signed release from you (next page).

Kitchen
The staff kitchen near the front desk is available for your use anytime. Clearly mark any food or drink that you consider your personal property. Please wash your own dishes and leave the kitchen as clean as you found it.

**Dress**

Summer fellows and visiting scholars should dress in business casual attire during business hours, unless otherwise stated by Mises Institute staff. Please do not wear shorts, tank tops, flipflops, skirts above the knee, or show cleavage.

**Smoking**

There is no smoking allowed in the building. There are designated outside smoking areas. Notice that they are all placed far from entryways, so that the smoke does not waft into the building. Dispose of any smoking waste in the receptacles provided.

**Staff Offices**

Staff offices are work areas and should not be entered unless a staff member is present. Do not pick up, move, or otherwise examine items on the desks of staff members.

**Termination**

Some conduct can result in an immediate termination of your status with the Mises Institute: theft of Institute property; deliberate or careless damage to property; excessive tardiness or absenteeism; arguing and fighting with Institute personnel; using or possessing illegal drugs; failing to carry out reasonable expectations concerning your research, writing, or other work; making false statements concerning your student status or other professionally relevant matters; violating a house rule; discrimination and harassment; abuse of property; or illegal or uncivil behavior in or outside the office.

**Disputes**

Any dispute of a legal nature arising under federal, state, or local law between you and the Institute—including any claim regarding Institute property, discrimination, harassment, or any other legal dispute relating to your fellowship under any labor, employment, or civil rights law—will be subject to final and binding arbitration in accordance with the Institute practice to arbitrate all such disputes.

I have read, understand, and agree to adhere to all the rules and provisions of the Mises Institute’s Manual for Visiting Scholars and Students, and I understand that visiting the Mises Institute amounts to “at will” agreement.

Name: _______________________________________

Date: ________________________________________

Signature: ____________________________________
MEDICAL RELEASE FORM

This must be completed - legibly - and signed in all areas by the program participant and his/her parent or guardian (if under age 18). I understand and agree that this document will be kept in the possession of authorized Mises Institute staff personnel and that reasonable care will be used to keep this information confidential.

By signing this form the participant affirms having read and agreed to the terms and conditions listed below.

First Name __________________________ Last Name __________________________

□ Male □ Female

Birth Date _______ Age _______

Emergency Contact:
Name: __________________________ Address: __________________________
City, State & Zip __________________________
Primary Phone: __________________________ Alternate Phone: __________________________

Primary Insurance Co __________________________ Primary Group/Policy # _________ / _________
Family Physician Name __________________________ Physician Phone __________________________

Please elaborate on any medical conditions of which we should be aware:

Please list any medications currently being taken:

Please list any allergies:

If None, please write None.

Participant, __________________________, agrees to participate in the Mises Institute event and recognizes that Mises Institute staff are serving to the best of their ability. I certify that I am responsible for medical care coverage in the case of an emergency and will not hold the Mises Institute liable for death or injury. I understand and agree that this document will be kept in the possession of authorized staff personnel and that reasonable care will be used to keep this information confidential. I agree to allow Mises Institute staff to release this information in the event of a medical emergency to a third party medical provider.

Participant Signature: __________________________________ Date: __________

If, during the course of the Mises Institute event, the participant becomes ill or sustain an injury, the Mises Institute is hereby authorized to obtain emergency medical/dental care and will assume financial responsibility for the bills incurred.

Signature: __________________________________ Date: __________

or

The Mises Institute is not authorized to provide emergency medical/dental care for the participant.

Signature: __________________________________ Date: __________