

EMPLOYEE POLICY ACKNOWLEDGEMENT

As a University employee, you are expected to comply with all UC and UCSF policies. Failure to understand obligations or ignorance of relevant policies and procedures is not an excuse for non-compliance. It is your responsibility to seek sufficient information to ensure that your actions are appropriate and consistent with University policy and procedures. In addition to your supervisor, policy guidance is available online and includes, but is not limited to, the following:

- UCSF Campus Administrative Policies <https://policies.ucsf.edu/>
- University of California Presidential Policies: <http://policy.ucop.edu/manuals/index.html>
- UCnet: <http://ucnet.universityofcalifornia.edu/tools-and-services/index.html>

Listed below are highlights from several major policies with which you should become familiar. Should you have questions or concerns, please contact your supervisor or department manager.

- **Principles of Community**

Faculty, staff, students and trainees on the UCSF campus are a composite of many races, creeds and social affiliations. To achieve campus goals, individuals must work collaboratively with mutual respect and with forbearance. Several principles of community life are established to guide individual and group actions on the campus. Adherence to these principles is essential to ensure the integrity of the University and to achieve campus goals. UCSF faculty, staff and students are asked to acknowledge and practice these basic principles of community life. The Principles of Community can be found at:

<https://www.ucsf.edu/about/principles-community>

- **UCSF Code of Conduct**

The UCSF Code of Conduct articulates the values and ethical practices collectively prized by the UCSF campus community. It expresses UCSF's commitment to teaching, patient care, research and business operations based on the highest ethical principles. In addition, it declares the expectation that all members of the campus community will exercise integrity and highly ethical conduct when making their contribution to the organization. The Code of Conduct can be found at:

<http://chancellor.ucsf.edu/sites/chancellor.ucsf.edu/files/Code%20of%20Conduct.pdf>

- **UC Statement of Ethical Values and Standards of Ethical Conduct**

These documents comprise an important statement of the University's values and our longstanding commitment to practices in conformance to these values and can be found at:

<http://policy.ucop.edu/doc/1100172/EthicalValuesandConduct>

- **UCSF Alcohol Policy**

This policy governs consumption of alcoholic beverages for events on University properties (owned or leased), including UCSF-owned student and faculty housing, as well as off premises when directed, managed or supervised by the University of California, San Francisco, regardless of the source of funding for the event. In every instance where alcohol is made available, the individuals and organizations involved are responsible for compliance with all applicable local, state, and federal laws, this policy, and other applicable University policies, procedures, and regulations. This policy also applies to all private events sponsored by non-campus groups held on University properties (owned or leased). It does not apply to parties in private residences. The policy can be found at: <http://policies.ucsf.edu/policy/200-31>

Resources

- For questions about student/ Registered Clubs and Organizations (RCOs) events, please contact the Office of Student Life: <http://studentlife.ucsf.edu>
- For questions about staff/faculty, foundation/support groups, or third party events, please contact [Risk Management and Insurance Services](#): 476-2498

- **Authorized and Acceptable Use of Electronic Information Resources**

UCSF provides authorized users access to Internet resources to conduct University business. Incidental and occasional personal use is permitted so long as such use does not directly or indirectly interfere with the University's operation of electronic communications resources; interfere with the user's employment or other obligations to UCSF; burden UCSF with noticeable incremental costs; or violate the law or UCSF policy. Personal emails and all electronic records may be disclosed and confidentiality cannot be assured. The policy can be found at: <http://policies.ucsf.edu/policy/650-18>

- **UC Policy on Reporting Child Abuse and Neglect (CANRA)**

The California Child Abuse and Neglect Reporting Act (CANRA) requires that employers of Mandated Reporters (as defined in the Act) promote identification and reporting of child abuse or neglect. This policy complies with existing California law and with amendments that took effect on January 1, 2013.

Some University positions, such as health care professionals, employees of law enforcement agencies, and athletic coaches are Mandated Reporters under the law. These Mandated Reporters are required under the law to report observed or suspected child abuse to local Child Protective Services offices or law enforcement agencies. They are also required to sign a form acknowledging that they understand this important obligation. All members of the University community who observe, have actual knowledge of, or reasonably suspect child abuse or neglect at a University facility or perpetrated by University personnel are encouraged to promptly report the concern to appropriate external and University officials. The policy can be found at: <http://policy.ucop.edu/doc/4000603/CANRA>

Resources

- [UCSF Police Department](#): Non-emergency telephone: 476-1414 (Emergency telephone numbers: On-campus: 9+911; Off-campus: 911; from a cell phone: 476-6911)
- UC Compliance Hotline 1-800-403-4744 or at <http://www.universityofcalifornia.edu/hotline/>
- California Child Protective Services hotline list: <http://www.cdss.ca.gov/cdssweb/PG20.htm>

- **Confidential Information**

UCSF protects the confidentiality of personal information of its employees, students, and records. Unauthorized access, disclosure, or use of confidential information outside the course of regular University business duties is a violation of law and prohibited. The policy can be found at:

<http://policy.ucop.edu/doc/7020463/BFB-RMP-8>

- **UCSF Emergency Management Policy**

The campus objectives in responding to major incidents, emergencies, and disasters at all UCSF sites are to protect human and animal life, protect property, preserve research, and continue essential campus operations. The Emergency Management policy delineates campus, departmental, student, staff, and faculty responsibilities to ensure emergency preparedness and responsiveness. The policy can be found at:

<http://policies.ucsf.edu/policy/550-23>

Resources

- [UCSF Police Department](#): Non-emergency telephone: 476-1414 (Emergency telephone numbers: On-campus: 9+911; Off-campus: 911; from a cell phone: 476-6911)
- [Office of Environmental Health and Safety](#): 476-1300

- **UCSF Environmental Health and Safety Management Policy**

UCSF operations shall be conducted in compliance with applicable regulations and, when appropriate, with accepted environmental health and safety standards which promote comprehensive programs for injury and illness prevention, hazardous materials, and environmental safety. The policy can be found at:

<http://policies.ucsf.edu/policy/550-11>

Resources

- [Office of Environmental Health and Safety](#): 476-1300

- **Health Screening and Vaccination Requirements**

UCSF employees may be required to comply with health screening and vaccination requirements. Additional information can be found on the [Occupational Health Program website](http://occupationalhealthprogram.ucsf.edu/):
<http://occupationalhealthprogram.ucsf.edu/>

- **Misuse of University Resources**

Misuse is the inappropriate use of University resources for non-University purposes and is prohibited. Some examples of activities which may be considered misuse of University resources are: performing or directing University personnel to perform non-University work on University time, using University facilities or property for non-University business, conflict of interest situations which may result in University financial losses or impaired University operations, and fraud. Criteria used to determine whether certain activities or employee behavior constitute misuse of resources include State and Federal laws; University policies, procedures, and other documents. Resources include, but are not limited to, the UC Presidential Policy Manuals found at:
<http://policy.ucop.edu/policies-by-subject-area/index.html>

- **UC Nondiscrimination and Affirmative Action Policy**

It is the policy of the University of California, San Francisco not to engage in discrimination against or harassment of any person employed or seeking employment with the University of California on the basis of race, color, national origin, religion, sex, gender, gender expression, gender identity, pregnancy, physical or mental disability, medical condition (cancer-related or genetic characteristics), genetic information (including family medical history), ancestry, marital status, age (over 40), sexual orientation, citizenship, or service in the uniformed services (as defined by the Uniformed Services Employment and Reemployment Rights Act of 1994). In addition, it is the policy of the University to undertake affirmative action, consistent with its obligations as a Federal contractor. The UC policy can be found at: <http://policy.ucop.edu/doc/4000376/NondiscrimAffirmAct>

Resources

- [Office of Diversity and Outreach](#): 476-7700
- Additional information about Affirmative Action and Equal Opportunity at UCSF can be found at: <http://diversity.ucsf.edu/aeo>

- **UCSF Policy on Non-Discrimination Regarding Language Spoken in the Workplace**

The policy of the University of California and of UCSF is clear and in concert with Federal EEOC guidelines, which state that prohibiting employees from speaking their native language in the workplace constitutes discrimination. It is the University's policy to comply fully with these guidelines, and employees are free to speak their native languages to their co-workers and friends in the workplace. The UCSF policy can be found at: <http://policies.ucsf.edu/policy/150-19>

Resources

- [Office of Diversity and Outreach](#): 476-7700

- **UCSF Policy on Sexual Harassment and Sexual Violence**

UCSF is committed to creating and maintaining an atmosphere free from all forms of harassment, exploitation, or intimidation, including sexual violence. Such behavior is prohibited both by law and by University policy. Sexual harassment, in any form, will not be tolerated. The UCSF policies can be found at: <http://policies.ucsf.edu/policy/150-13> and <http://policies.ucsf.edu/policy/150-29>. The [UC Policy on Sexual Harassment and Sexual Violence](#) can be found at: <http://policy.ucop.edu/doc/4000385/SHSV>

Resources

- [Office of Diversity and Outreach](#): 476-7700 / email: Title9@ucsf.edu
- [Sexual Violence Prevention & Response Team](#): 476-7700 / email: Title9@ucsf.edu
- [UCSF Police Department](#): Non-emergency telephone: 476-1414 (Emergency telephone numbers: On-campus: 9+911; Off-campus: 911; from a cell phone: 476-6911)

- **UCSF Smoke-Free Workplace Policy**

The University of California, San Francisco adopted a smoke-free campus policy in order to minimize health risk, improve the quality of air, and enhance the environment in all facilities. Smoking is prohibited on University-owned or -leased property, buildings, vehicles, and moving equipment. Additionally, tobacco products may not be sold in any UCSF facility. The UCSF policy can be found at: <http://policies.ucsf.edu/policy/550-10>

Resources

- [UCSF Campus and Medical Center Labor and Employee Relations](#): 353-4107 or 353-4012
- For more information about the policy and smoking cessation resources, go to: <http://TobaccoFree.ucsf.edu>

- **UCSF Policy on Substance Abuse
Drug Free Workplace**

In accordance with “The Federal Drug-Free Workplace Act of 1988” and the “State Drug-Free Workplace Act of 1990,” the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances by University employees and students in the workplace, on University premises, at official University functions, or on University business is prohibited. In addition, employees shall not use illegal substances or abuse legal substances in a manner that impairs work performance. The UCSF policy can be found at: <http://policies.ucsf.edu/policy/150-11>

Resources

- [UCSF Police Department](#): Non-emergency telephone: 476-1414 (Emergency telephone numbers: On-campus: 9+911; Off-campus: 911; from a cell phone: 476-6911)
- [UCSF Campus and Medical Center Faculty and Staff Assistance Program](#): 476-8279 / Andrew Parker, Manager
- [Student Health and Counseling Services](#): 476-1281
- [Office of Student Life](#): 502-1484 or studentlife@ucsf.edu

- **UCSF Tobacco-Free at Work Policy**

The UCSF Tobacco-Free at Work policy was adopted in order to minimize health risk to patients and employees, improve the quality of air, and enhance the environment on Campus and Medical Center locations as well as the surrounding community. UCSF employees are required to be tobacco-free while at work, during any scheduled work shift (including all breaks) whether on or off campus. The UCSF policy can be found at: <http://policies.ucsf.edu/policy/550-22>

Resources

- UCSF Campus and Medical Center Labor and Employee Relations: 353-4107 or 353-4012
- For more information about the policy and smoking cessation resources, go to: <http://TobaccoFree.ucsf.edu>

- **UCSF Whistleblower Policy and Procedures**

Under California law and University policy, members of the campus community are encouraged to bring forward any concerns or allegations regarding improper governmental activities within the University (commonly known as “Whistleblower Complaints”). The UCSF policy can be found at: <http://policies.ucsf.edu/policy/150-23>. More information can be found at: <http://whistleblower.ucsf.edu/>

Resources

- UC Confidential Hotline: 1-800-403-4744
- UC Whistleblower website: <http://www.ucop.edu/uc-whistleblower/>

- **UCSF Policy on Workforce Sanctions for Patient Privacy Violations**

Patients of the University of California, San Francisco (UCSF) have both a reasonable and legal right to the privacy and confidentiality of their personal health information. UCSF has patient privacy and confidentiality policies and procedures in place to guide and direct the workforce on appropriate access, use, and disclosure of patients’ protected health information.

This policy describes the sanctions to be taken by UCSF when workforce members fail to comply with the patient privacy and confidentiality policies/ procedures of the University of California and UCSF. This policy applies to any patient health information obtained and/or used inappropriately during the course and scope of work at

UCSF. In addition to the corrective action defined in this policy, fines may be imposed by regulatory agencies, and civil actions by third parties outside of UCSF may be undertaken against UCSF workforce members. The UCSF policy can be found at: <http://policies.ucsf.edu/policy/200-32>

Resources

- [Privacy Office](#): 353-2750

- **Zero Tolerance Standard for Workplace Violence**

UCSF is committed to maintaining a safe workplace that is free from threats and acts of intimidation and violence. Any act of intimidation, threat of violence, or act of violence committed against any person on UCSF property is prohibited. [The Zero Tolerance Standard for Workplace Violence](#) can be found at: <http://hr.ucsf.edu/hr.php?A=902&AT=cm&org=c>. The UCSF Violence in the Workplace Policy can be found at: <http://policies.ucsf.edu/policy/150-27>.

Resources

- UCSF Threat Management Team, which consists of staff in the following departments:
 - o [UCSF Police Department](#): Non-emergency telephone: 476-1414 (Emergency telephone numbers: On-campus: 9+911; Off-campus: 911; from a cell phone: 476-6911)
 - o UCSF Medical Center Security Services: 885-7890
 - o [UCSF Campus and Medical Center Faculty and Staff Assistance Program](#): 476-8279
 - o [UCSF Campus and Medical Center Labor and Employee Relations](#): 353-4107 or 353-4012
 - o [UCSF Risk Management](#): 476-2498
 - o [Office of Legal Affairs](#): 476-5003

* * * * *

I acknowledge receipt of University policy information. I understand it is my responsibility to read, understand, and comply with University policies. By my signature below, I agree to comply with University policies and understand that violation(s) of policy could result in disciplinary action, up to and including my termination from University employment.

Employee Name (print): _____

Employee Signature: _____ Date: _____

cc: Personnel File
Employee