

2016-2017 UCSF Annual Policy Notification

Each year, UCSF provides an annual notification of important policies and guidelines to the campus community. Listed below are policies and guideline summaries which you are encouraged to review. Questions and concerns should be directed to your supervisor, department manager, and/or the department(s) listed under the resources for the respective policy/guideline.

- **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/UCSFCOC.pdf>

- **UCSF Principles of Community**

The faculty, staff, students, postdoctoral scholars, trainees, alumni, volunteers, patients, vendors and visitors of the University of California, San Francisco (UCSF) represent many diverse characteristics, beliefs, and affiliations. UCSF seeks to offer all campus community members an equitable, inclusive, welcoming, secure, responsive, and affirming environment that fosters mutual respect, empathy, and trust. To nurture this environment, several principles of community have been established to guide campus life at UCSF. Adherence to these principles is essential to ensure the integrity of the University and to achieve campus goals of a diverse, open and inclusive community. All are asked to acknowledge and practice these basic principles: <https://www.ucsf.edu/about/principles-community>

- **UC Statement of Ethical Values and Standards of Ethical Conduct (Regents Policy 1111)**

These documents comprise an important statement of the University's values and our longstanding commitment to practices in conformance to these values. The UC Statement of Ethical Values and Standards of Ethical Conduct can be found at: <http://policy.ucop.edu/doc/1100172/EthicalValuesandConduct>

- **Guidance on Abusive Conduct and Bullying in the Workplace**

UC is committed to treating each member of the University community with respect and dignity. The University does not tolerate abusive conduct or bullying and no member of the University community will be retaliated against for reporting bullying in good faith. Guidance from President Janet Napolitano regarding Abusive Conduct and Bullying in the Workplace can be found at: <http://policy.ucop.edu/doc/4000647/AbusiveConductAndBullying>. A statement from UCSF Diversity and Outreach and Human Resources on Abusive Conduct and Bullying can be found at: http://hr.ucsf.edu/uploaded_images/Presidential_Guidance_regarding_Staff_Abusive_Conduct_and_Bullying.pdf

Resources

- [Office of Diversity and Outreach](#): 476-7700
- [Office of the Ombuds](#): 502-9600
- [UCSF Campus and Medical Center Faculty and Staff Assistance Program](#): 476-8279
- [UCSF Campus and Medical Center Labor and Employee Relations](#): 353-4107 or 353-4012

- **2016-2017 Annual Security Report & Annual Fire Safety Report (Clery Act)**

Please see the links below to the UCSF Annual Security Report and UCSF Annual Fire Safety Report, produced in compliance with the Jeanne Clery Act. The security report includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings owned or controlled by the University, and on public property within, or immediately adjacent to and accessible from the campus. This report also includes institutional policies concerning campus security; alcohol and drug use; crime prevention; the reporting of crimes; timely warning of crimes; sexual and interpersonal violence; and personal safety at UCSF. The fire report includes UCSF's fire reporting statistics and policies.

These publications were produced in compliance with the Jeanne Clery Act, which requires colleges and universities receiving federal funding to disclose reported instances of criminal activity on their campuses. This legislation also states that a copy of this publication must be made available to all prospective students and employees. Electronic copies of these reports are available at:

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- Annual Security Report : http://police.ucsf.edu/system/files/ucsf_annual_security_report_2016-17.pdf
- Annual Fire Safety Report: <http://ehs.ucsf.edu/sites/ehs.ucsf.edu/files/Annual-Fire-Safety-Report-2016-2017.pdf>
- UCSF Police Department Clery website: <http://police.ucsf.edu/crime-prevention-statistics/clery-crime-report>
- UCSF EH&S Fire/Life Safety website: <http://www.ehs.ucsf.edu/firelife-safety>

Additional safety information can be found on the [UCSF Police Department's](http://police.ucsf.edu) website at: <http://police.ucsf.edu>.

For comments, or hard copies of these publications, please contact: Jason Heil, Crime Analyst and Crime Prevention Specialist UCSF Police Department, 654 Minnesota Street, Suite 180, San Francisco, CA 94143-0238. Tel: 415/502-9396. Email: jason.heil@ucsf.edu

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 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

- **UCSF Policy on Authorized and Acceptable Use of Electronic Information Resources**

This policy defines the scope of authorized and acceptable use of UCSF Electronic Information Resources such as application systems, communications systems (including, but not limited to, electronic mail), data, operating systems, and tools. 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>

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- **UCSF Policy on Emergency Management**

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 Policy on Environmental Health and Safety Management**

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

- **UCSF Policy on Information Security and Confidentiality**

This policy governs the security and confidentiality of UCSF Electronic Information Resources (EIR). UCSF will protect the confidentiality, integrity, and availability of restricted or confidential information, including personal information and protected health information (PHI). Each member of the campus community is responsible for the security and protection of EIRs over which he or she has control. The policy can be found at: <http://policies.ucsf.edu/policy/650-16>

- **UC Nondiscrimination and Affirmative Action Policy Regarding Academic and Staff Employment**

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 for the Prevention of Harassment and Discrimination](#): 502-3400
- Information about Affirmative Action and Equal Opportunity at UCSF can be found at: <http://ophd.ucsf.edu/>

- **UCSF Policy on Nondiscrimination 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 for the Prevention of Harassment and Discrimination](#): 502-3400

- **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

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harassment, in any form, will not be tolerated. The UCSF policy can be found at: <http://policies.ucsf.edu/policy/150-13>. The [UC Policy on Sexual Harassment and Sexual Violence](http://policy.ucop.edu/doc/4000385/SHSV) can be found at: <http://policy.ucop.edu/doc/4000385/SHSV>

Resources

- [Office for the Prevention of Harassment and Discrimination](#): 502-3400 / Title9@ucsf.edu
- [Sexual Violence Prevention & Response Team](#): /502-3400 / 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 in the 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
- [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 Policies 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 [UC Whistleblower website](#), which includes links to the [Whistleblower](#) and [Whistleblower Protection](#) policies, can be found at <http://www.ucop.edu/uc-whistleblower/>. UCSF Whistleblower Policies and Procedures can be found at: <https://hr.ucsf.edu/hr.php?&A=889&org=c>

Resources

- UC Confidential Hotline: 1-800-403-4744
- [Office of Ethics & Compliance](#): 476-1825
- UCSF Whistleblower Coordinator, Director–Audit Services: 476-3851, Campus mail: Box 0818

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- **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

- **Health Screening and Vaccination Requirements**

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

Additional Policy Information:

University employees are expected to comply with all University policies. As a University employee, it is your responsibility to seek sufficient information to ensure that your actions are appropriate and consistent with University policy. In addition to your supervisor, there are a wide range of resources available for policy guidance including, but not limited to, the following:

- [UCSF Campus Administrative Policy website](http://policies.ucsf.edu/): <http://policies.ucsf.edu/>
- [University of California Presidential Policies website](http://policy.ucop.edu/index.html): <http://policy.ucop.edu/index.html>
- [UCnet website](http://ucnet.universityofcalifornia.edu/tools-and-services/index.html): <http://ucnet.universityofcalifornia.edu/tools-and-services/index.html>