

UC Riverside, School of Medicine Policies and Procedures

Policy Title: Harassment And Reporting Procedure

Policy Number: 950-09-008

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| Responsible Officer: | Associate Dean for Graduate Medical Education |
| Responsible Office: | Graduate medical Education |
| Origination Date: | 01/12/2011 |
| Date of Revision: | 11/2019 |
| Scope: | UCR SOM Graduate Medical Education |

I. Policy Summary

The University of California, Riverside, School of Medicine (UCR SOM) is committed to providing a work environment that is free of harassment of any kind. UCR SOM prohibits discrimination in any work-related decision on the basis of race, color, national origin, religion, sex, physical or mental disability, medical condition, ancestry, marital status, age, sexual orientation, gender identity, citizenship, or status as a covered veteran. The UCR SOM is committed to providing equal employment opportunity and a work environment where each employee is treated with fairness, dignity and respect.

II. Definitions

Intimidation and/or harassment can arise from a broad range of physical or verbal behavior (by employees or by non-employees such as patients, students or vendors) which can include, but is not limited to, the following:

- A.** Physical or mental abuse
- B.** Racial, ethnic or religious insults or slurs
- C.** Unwelcome sexual advances
- D.** Sexual comments, jokes, stories or innuendos
- E.** Requests for sexual favors or verbal or physical conduct of an offensive nature that is used as a condition of employment or affecting any personnel decision such as hiring, promotion, compensation or termination
- F.** Display of sexually explicit or otherwise offensive images, posters, calendars, gestures or materials

These activities are offensive and are inappropriate in the workplace and are considered Prohibited Conduct for UCR SOM.

III. Policy Text

The UCR SOM is committed to maintaining a community free of all forms of harassment, sexual violence, retaliation, and other behavior prohibited by this Policy (together, "Prohibited Conduct"). Prohibited Conduct violates this Policy and may violate law. Any person can report conduct that may be Prohibited Conduct.

The UCR SOM will respond promptly and equitably to such reports. This includes appropriate action to stop, prevent, and remedy the Prohibited Conduct. Discrimination violates law and other University policies even when it is not Prohibited Conduct. The University will respond promptly and equitably to reports of such behavior. Such conduct may contribute to the creation of a hostile work or academic environment.

Harassment or similar unacceptable activities that could become a condition of employment or a basis for personnel decisions, or which create a hostile, intimidating or offensive environment are specifically prohibited by UCR SOM. Any employee who engages in such harassment, or retaliates against another employee because the employee reported a violation of the harassment policy or participated in an investigation is subject to immediate discipline, up to and including discharge.

Responsibilities

This Policy covers acts of Prohibited Conduct committed by University students, employees, and third parties (such as contractors, vendors, visitors, guests, patients and volunteers), and acts of Prohibited Conduct committed against students, employees and third parties, when the conduct occurs:

1. On University property;
2. In connection with University employment or in the context of a University employment or education program, activity or service (including, for example, University-sponsored study abroad, research, on-line courses, health services, or internship programs); or
3. Off University property and outside the context of a University employment or education program, activity or service, but has continuing adverse effects on—or creates a hostile environment for students, employees or third parties while on—University property or in any University program, activity or service.

Procedure

If an employee believes that she or he has been subjected to conduct in violation of UCR SOM's harassment or other policy, the employee should immediately report the incident to at least one of the following:

- A. The Program Director, Chair, DIO or any member of management.
- B. The Office of the Ombuds is available for confidential consultation at (951) 827-3213 or on line at ombuds.ucr.edu
- C. Concerns can be confidentially brought to the Chief Compliance and Privacy Officer at (951) 827-3257 or somcompliance@medsch.ucr.edu
- D. Call can be made to the Compliance Hotline, Resident may choose to remain anonymous. (800) 403-4744 or online at: <https://secure.ethicspoint.com/domain/media/en/gui/23531/index.html>
- E. Concerns can be brought to UCR SOM Human Resources at human.resources@medsch.ucr.edu

- F. Issues related to Sexual Violence/ Sexual Harassment (Title IX) as well as Equal Employment and Affirmative Action (EE/AA) should be reported to the Title IX/ EE Office at 951-827-7070.
- G. Residents can email the Title IX Office at: titleix@ucr.edu
- H. Residents can email the EE/AA Office at: affirmativeaction@ucr.edu
- I. Concerns related to harassment may be directly reported to the SOM Dean's office at 951-827-4564

UCR SOM will investigate all complaints promptly and, depending upon the results of the investigation, apply the appropriate disciplinary sanctions to the responsible person(s). These sanctions include, but are not limited to, education and counseling, oral warning, written warning, suspension or termination from employment. All complaints will be kept confidential to the extent practicable and the law. Employees can raise concerns and make reports without fear of reprisal.

Any supervisor who becomes aware of possible harassment should promptly advise the Program Director or DIO of UCR SOM, who will handle with the appropriate departments in a timely manner.

Non-Retaliation

The University encourages you to ask questions and raise concerns in order to promote an organizational culture of compliance. We support open discussion of ethical and legal questions and concerns regarding compliance issues and will not tolerate retaliation against any individual who, in good faith, raises questions or reports suspected violations.

VI. Forms/Instructions

VII. Related Information

UC Sexual Violence and Sexual Harassment Policy
<https://policy.ucop.edu/doc/4000385/SVSH>

VIII. Revision History

11/2019

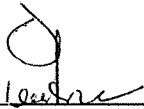
Approval(s):



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