Subject: 2022 Annual Policy Notification

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From: UCSF Human Resources

To: UCSFSTAFF@LISTSRV.UCSF.EDU

Sent on behalf of UCSF/UCSF Health Human Resources

2022 Annual Policy Notification

Each year, UCSF provides an annual notification of important policies and guidelines to the UCSF 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.

  o Read the UCSF [Code of Conduct](#)
  Additional Information for UCSF Health employees (MyAccess login required):
  o Read the UCSF [Medical Center Code of Conduct and Principles of Compliance](#)

- **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.
  o All are asked to acknowledge and practice the basic UCSF [Principles of Community](#)

- **UCSF PRIDE Values**
  The acronym PRIDE stands for Professionalism, Respect, Integrity, Diversity and Excellence, important core values for everyone who works, learns, teaches, and discovers at UCSF. This set of overarching values aligns with [UCSF's Principles of Community and Code of Ethics](#)

  o Read UCSF's [Principles of Community and Code of Ethics](#)

Additional Information for UCSF Health employees (MyAccess login required):
- o Read UCSF's [Medical Center Mission, Vision, Values](#)
- o Read UCSF's Everyday [PRIDE Guide](#)

- · **UCSF Policy on Violence and Bullying**
- · **Guidance on Abusive Conduct and Bullying in the Workplace**
- · **Zero Tolerance Standard for Workplace Violence**

  The UCSF Policy on Violence and Bullying was revised effective November 1, 2019. The revised policy aligns with and reinforces expectations of behavior set forth in the UCSF Code of Conduct, UCSF Pride Values, and UCSF Principles of Community. UCSF is committed to maintaining a safe environment that is free from bullying, intimidation, threats, and/or acts of violence. When faced with such situations, UCSF will take prompt steps to assess, investigate allegations, and/or take remedial actions as the University deems appropriate to protect the rights of the UCSF community, including but not limited to faculty/non-faculty academics, staff, volunteers, and learners. All reported incidents will be reviewed and investigated as appropriate.

  - o Read the UCSF Policy on [Violence and Bullying](#)
  - o Read President Janet Napolitano's [Guidance on Abusive Conduct and Bullying in the Workplace](#) (MyAccess login required)
  - o The Management Practice Series offers a [course on Addressing Bullying and Abusive Conduct in the Workplace](#)

  Resources
  [Office of Diversity and Outreach: (415) 476-7700](#)
  [Office of the Ombuds: (415) 502-9600](#)

  UCSF Threat Management Team, which consists of staff in the following departments:
  [UCSF Police Department:](#) Non-emergency telephone: (415) 476-1414,
  Emergency telephone numbers: On-Campus: 911; from a cell phone: (415) 476-6911
  [UCSF Medical Center Security Services](#): (415) 885-7890
  [UCSF Faculty and Staff Assistance Program](#): (415) 476-8279
  [UCSF Health and UCSF Campus Labor and Employee Relations](#): (415) 353-4012 or (415) 353-4107
  [UCSF Risk Management](#): Email: rmis@ucsf.edu
  [Office of Legal Affairs:](#) (415) 476-5003

- · **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.

  - o Read the UC Statement of [Ethical Values and Standards of Ethical Conduct](#)

- · **Conflict of Interest Policies**
  All employees are expected to act with integrity and good judgement with those individuals and entities doing business or seeking to do business with the University. University community members are expected to avoid conflicts of interest and conflicts of commitment.

  The University has adopted a number of conflict of interest and related policies in the many areas of its mission.
  - o A collection of existing University policies related to conflict of interest can be found in the [Compendium of Conflict Of Interest and Integrity Policies– Guidance](#)

  This Guidance contains only University policies; it does not include all the possible state or federal laws that may be applicable in any given situation.

  - o Read the UCSF Policy on [Conflict of Interest](#)

- **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.

    - Read the UCSF Policy on [Alcohol](#)

- **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.

    - Read the UC Policy on [Reporting Child Abuse and Neglect](#)

Resources
[UCSF Police Department](#): Non-emergency telephone: (415) 476-1414
Emergency telephone numbers: On-Campus: 911; from a cell phone: (415) 476-6911
UC Compliance [Hotline](#) or (800) 403-4744
[California Child Protective Services](#)

- **2021-2022 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 calendar 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 financial aid funding to disclose reported instances of criminal activity on their campuses. This legislation also states that a copy of these publications must be made available to all current and prospective students and employees.

Electronic copies of these reports are available at:
- [Annual Security Report](#)
- [Annual Fire Safety Report](#)
- [UCSF Police Department Clery](#)

Additional safety information is available at:
- [UCSF Police Department](#)
- [UCSF Office of the Environment, Health and Safety – Fire & Prevention](#)
- [University of California Clery Act Policy – Campus Safety and Security Reporting](#) issued on 5/31/2018

For comments, or hard copies of these publications, please contact: Jason Heil, Clery Act Coordinator & Crime Analyst, 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: (415) 476-1414.
Emergency telephone numbers: On-Campus: 911; from a cell phone: (415) 476-6911

- **UC Policy on Discrimination, Harassment, and Affirmative Action in the Workplace**
  The University of California is committed to providing a workplace free of discrimination and harassment. The University prohibits discrimination against any person employed; seeking employment; or applying for or engaged in a paid or unpaid internship or training program leading to employment with the University of California. The University prohibits harassment of an employee, applicant, paid or unpaid intern, volunteer, person participating in a program leading to employment, or person providing services pursuant to a contract. In addition, it is the policy of the University to undertake affirmative action, consistent with its obligations as a Federal contractor.

  - Read the UCSF Policy on [Discrimination, Harassment, and Affirmative Action in the Workplace](#)

Resources
[Office for the Prevention of Harassment and Discrimination](#): (415) 502-3400 / Email OPHD@ucsf.edu
[Information about Affirmative Action and Equal Opportunity at UCSF](#)

- **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.

  - Read the UCSF Policy on [Authorized and Acceptable Use of Electronic Information Resources](#)

- **UC Electronic Communications Policy**
- **UCSF Social Media Guidelines**
  The University of California Electronics Communication Policy establishes principles, rules, and procedures applying to all members of the University community to specifically address issues particular to the use of electronic communications. It clarifies the applicability of law to electronic communications and references other University guidelines to ensure consistent application of the Electronic Communications Policy on all University campuses.

- o Read the UCSF Policy on [Electronic Communications](#)
- o Personnel looking for guidance regarding individual participation in social media may also reference [UCSF's Social Media Policies for Personal (i.e., non-UCSF hosted) Accounts](#)

· **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.

- o Read the UCSF Policy on [Emergency Management](#)

Resources
[UCSF Police Department](#): Non-emergency telephone: (415) 476-1414.
Emergency telephone numbers: On-Campus: 911; from a cell phone: (415) 476-6911
[Office of Environmental Health and Safety](#): (415) 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 sensitive information, when such information is created, received, transmitted, and/or stored in any medium, including electronic or paper format, and will ensure that the handling of such information is consistent with federal and state laws and regulations and university policies. Each member of the campus community is responsible for the security and protection of EIRs over which he or she has control.

- o Read the UCSF Policy on [Information Security and Confidentiality](#)

· **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.

- o Read the UCSF Policy on [Nondiscrimination Regarding Language Spoken in the Workplace](#)

Resources
[Office for the Prevention of Harassment and Discrimination](#): (415) 502-3400 / Email: OPHD@ucsf.edu

· **UCSF Policy on Sexual Harassment and Sexual Violence**
· **University of California Notice to Victims of Domestic Violence, Sexual Assault, and Stalking**
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.

- o Read the UCSF Policy on [Sexual Harassment and Sexual Violence](#) Read UC the [Policy on Sexual Violence and Sexual Harassment](#)

University of California Notice to Victims of Domestic Violence, Sexual Assault, and Stalking provides written notice about the rights of victims of domestic violence, sexual assault and stalking to take protected time off for medical treatment or legal proceedings.

o Read the UC [Notice](#)

Resources
[Office for the Prevention of Harassment and Discrimination](#): (415) 502-3400
[Sexual Violence Prevention & Response Team](#): (415) 502-3400 / Email: [OPHD@ucsf.edu](#)
[UCSF Police Department](#): Non-emergency telephone: (415) 476-1414
Emergency telephone numbers: On-Campus: 911; from a cell phone: (415) 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 and tobacco use are prohibited in indoor and outdoor spaces of University-owned or leased property, including parking lots, buildings, vehicles, and moving equipment. Additionally, the sale and advertising of tobacco products and marijuana is prohibited at all UCSF controlled properties.

o Read the UCSF Policy on [Smoke-Free Workplace Policy](#)

Resources
Read information about the [policy and smoking cessation resources](#)

· **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.

o Read the UCSF Policy on [Substance Abuse in the Workplace](#)

Resources
[UCSF Police Department](#): Non-emergency telephone: (415) 476-1414
Emergency telephone numbers: On-Campus: 911; from a cell phone: (415) 476-6911
[UCSF Faculty and Staff Assistance Program](#): (415) 476-8279
[Student Health and Counseling Services](#): (415) 476-1281
[Office of Student Life](#): (415) 502-1484 / Email: [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.

o Read the UCSF Policy on [Tobacco Free at Work](#)

Resources
Read information about the [policy and smoking cessation resources](#)

· **UC Statement of Principles in Support of Undocumented Members of the UC Community**
Fostering a university environment that is safe and welcoming for all members of our community regardless of immigration status has long been a goal at UCSF.

- o For an explanation of UC's current policies and procedures relating to undocumented members of our community, read [UC's Statement of Principles in Support of Undocumented Members of the UC Community](#) and [UCSF Chancellor Hawgood statement regarding Assembly Bill 21: Access to Higher Education for Every Student](#)

Resources
[UCSF Undocumented Student Support Services](#): (415) 502-1911
For up-to-date information, visit the [UC Office of the President](#)

- · **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.

  - o Read the UCSF [Whistleblower Policies and Procedures](#) (MyAccess login required)

Resources
UC Confidential Hotline: (800) 403-4744
[Office of Ethics & Compliance](#): (415) 476-1825
UCSF Whistleblower Coordinator, [Audit & Advisory Services](#): (415) 476-3851 / Campus mail: Box 0818

- · **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.

  - o Read the UCSF Policy on [Workforce Sanctions for Patient Privacy Violations](#)

Resources
[UCSF Privacy Office](#): (415) 353-2750

- · **UCSF Policy on Workplace Safety and Environmental Protection**
  Workplace safety and environmental protection are the responsibility of everyone who works at or visits UCSF. All work at UCSF must be performed in a manner that mitigates risk and promotes safety, security, environmental stewardship, and compliance with all applicable federal, state, and local laws and regulations. This policy delineates responsibilities for all UCSF employees, students, visitors, volunteers, and contractors to work safely, and to identify and correct hazards in the workplace.

  - o Read the UCSF Policy on [Workplace Safety and Environmental Protection](#)

Resources
[Office of Environmental Health and Safety](#): (415) 476-1300

- · **UCSF Health Screening and Vaccination Requirements**
  UCSF employees may be required to comply with health screening and vaccination requirements. Information can be found on the Department of Occupational Health Services [website](#)

- o   Read the information about [Vaccine Compliance](#).

- **UC Executive Flu Vaccination Order**
  According to the [Centers for Disease Control & Prevention](#), vaccination against the seasonal respiratory disease influenza or "flu" has long been accepted as a safe and effective way to prevent millions of illnesses and thousands of related doctor and hospital visits every year. The President of the University has concluded that critical steps must be taken to reduce the likelihood of severe disease among students, faculty and staff, particularly those on campus, and in turn to reduce the likelihood that our health systems will be overwhelmed. Therefore, the University of California issued an order requiring that all students, faculty, academic appointees, and staff who are living, learning, or working on premises at any University facility must receive the influenza vaccination or submit a vaccine declination.

  - o   Read the [Executive Order](#)

- **UC SARS CoV-2 (Covid 19) Vaccination Program**
  The purpose of this policy is to facilitate protection of the health and safety of the University community. This policy requires that all employees, students, or trainees who physically access a University Facility or program in connection with their employment, appointment, or education provide proof of full vaccination (as defined by the policy) against the COVID-19 virus before accessing any University location or submit an approved exception based on a medical exemption, disability, or religious objection.

  - o   Read the UCSF Policy on [UC SARS CoV-2 (Covid 19) Vaccination Program](#)

  Resources
  Read the [Novel Coronavirus (COVID-19) Resources](#) including the latest updates, FAQs, Policies & Guidance, and Resources.
  Read the [FAQs for UCSF employees related to Employee Resources, Benefits, Leaves, and Working Remotely](#) (MyAccess login required)

- **UCSF Key Badge Policy and Employee Identification Policy**
  These policies require anyone with a UCSF ID badge to badge in at their primary UCSF location when reporting to work. This will assist the University in determining which individuals are physically present on-site and assist with health monitoring and compliance. The badge swipe data does not replace current timekeeping tools. UCSF embraces and follows UC policy regarding preferred and lived names in accordance with UC's "[Gender Recognition and Lived Name](#)" (see below) policy with regards to the names listed on ID badges. UCSF will provide options for using first and last name initials on ID badges when permitted to do so. UCSF also provides options for lived names on ID badges and when a legal name is required due to job licensure requirements, it will be printed on the back of the ID badge (non-public facing).

  - o   Read the UCSF Policy on [Key Badge](#)
  - o   Read the UCSF Policy on [Employee Identification](#) (email login required):
  - o   Read Information about [Receiving the ID badge](#)

· **UC Gender Recognition and Lived Name Policy**
The University of California will ensure that all individuals have university-issued identification documents and displays of personal identification information that recognize their accurate gender identity and lived name (first name, middle name and/or last name or surname). This policy requires that the University provide the minimum three equally recognized gender options on University-issued documents and IT Resource systems – woman, man, and nonbinary – and an efficient process for current students and employees and UC alumni and affiliates to retroactively amend their gender designations and lived names on university-issued documents and in IT Resource systems. The legal name, if different than the individual's lived name must be kept confidential and not be published on documents that do not require a person's legal name. The policy also establishes specific standards for the collection and reporting of gender identity, lived name and sexual orientation. Full implementation of this policy will be completed by December 31, 2023.

  o Read the UC Policy on [UC Gender Recognition and Lived Name](#)

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:

  o [University of California Presidential Policies website](#)
  o [UC Policies added or updated in the last 12 months](#)
  o [UCNet website](#)
  o [UCSF PeopleConnect](#): [peopleconnect.ucsf.edu](#) (MyAccess login required)
  o [UCSF Campus Administrative Policy](#)
  o [UCSF Medical Center Policy](#) (email login required)

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