University of California, Riverside, School of Medicine

Institutional Policy

HARASSMENT AND REPORTING PROCEDURE

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 will not tolerate actions, words, jokes or comments based on an individual's sex, race, ethnicity, age, religion, color, creed, national origin, ancestry, sexual orientation, disability, marital status, arrest or conviction record, membership in the National Guard or any type of military force of the United States, or other legally protected status as required by law. As an example, sexual harassment (both overt and subtle) is a form of employee misconduct that is demeaning to another person, undermines the integrity of the employment relationship, and is strictly prohibited.

Intimidation and 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:

- Physical or mental abuse
- Racial, ethnic or religious insults or slurs
- Unwelcome sexual advances or touching
- Sexual comments, jokes, stories or innuendos
- 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
- Display of sexually explicit or otherwise offensive images, posters, calendars or materials
- Computer or voice mail transmissions containing sexual content or jokes or derogatory statements regarding a particular race, ethnic group or other protected category
- Referring to another employee as a girl, hung, doll, babe or honey
- Making sexual gestures with hands or body movements
- Intentionally standing close or brushing up against another employee
- Inappropriately staring at another employee or touching his or her clothing, hair or body
- Whistling at another employee, cat calls
- Asking personal questions about another employee's sexual life
- Repeatedly asking out an employee who has stated that he or she is not interested
- Looking another employee up and down (elevator eyes)

These activities are offensive and are inappropriate in the workplace. This is a serious issue for UCR SOM.
This policy against harassment applies throughout our work environment, whether in the hospital or clinic, at work assignments outside the work environment, at UCR SOM-sponsored social functions or otherwise. Employees also are prohibited from retaliating against another employee because the other employee made a report of harassment or participated in an investigation of a claim of harassment.

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.

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 such incident(s) to the Program Director or DIO or any member of management. UCR SOM will investigate all complaints promptly and, depending upon the results of the investigation, apply the appropriate disciplinary sanctions to the responsible person. 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 the matter in a timely manner.

This policy was approved by the Graduate Medical Education Committee on January 12, 2011.

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