UCSF Office of the Chancellor – 2024 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.
  - Read the UCSF Code of Conduct

    Additional Information for UCSF Health employees (MyAccess login required):
  - 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.
  - 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 Principles of Community
  - Read UCSF's Principles of Community

    Additional Information for UCSF Health employees (MyAccess login required):
  - Read UCSF's Medical Center Mission, Vision, Values
  - Read UCSF's PRIDE Values | Office of Diversity and Outreach

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

  The UCSF Policy on Violence and Bullying 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.

The UC Policy on Abusive Conduct in the Workplace addresses the University's responsibilities and procedures related to Abusive Conduct and Retaliation for reporting, or participating in, an investigation or other process provided for in this policy. The University will respond to reports of Abusive Conduct in accordance with timelines set forth in this policy, and will take appropriate action to stop, prevent, correct, and discipline behavior that violates this policy.

- Read the UCSF Policy on Violence and Bullying
- Read the UC Policy on Abusive Conduct in the Workplace
- The Management Practice Series offers a course on Addressing Bullying and Abusive Conduct in the Workplace
- Read UC Regents Policy 4403: Statement of Principles Against Intolerance

Resources
Office of Diversity and Outreach: (415) 476-0733
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: RiskMgmt@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.

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

Resources
[UCSF Police Department](#): Non-emergency telephone: (415) 476-1414

- **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.

     o 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](#)

- **2023-2024 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:
  - [UCSF Annual Security Report 2023-24](#)
  - [UCSF Annual Fire Safety Report 2023-24](#)
  - [UCSF Police Department Clery Act Website](#)

  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](#) policy issued on 8/16/2023

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 Anti-Discrimination**
The University of California is committed to maintaining a community dedicated to the advancement, application and transmission of knowledge and creative endeavors through academic excellence, where all people who participate in University programs and activities can work and learn together in an atmosphere free of discrimination, harassment, and retaliation. This Policy addresses the University's responsibilities and procedures related to Discrimination, Harassment, and Retaliation, to ensure equitable and inclusive education and employment environments. This Policy defines Prohibited Conduct and explains the administrative procedures the University uses to resolve reports of such conduct. The University will respond promptly and equitably to reports of Prohibited Conduct. This includes action to stop, prevent, correct, or discipline behavior that violates this Policy.

  o Read the UC Policy on Anti-Discrimination
  o Read UC Regents Policy 4403: Statement of Principles Against Intolerance

Resources
Office for the Prevention of Harassment and Discrimination: (415) 502-3400 / Email OPHD@ucsf.edu
UCOP's Equal Employment Opportunity and Affirmative Action
UCSF CARE Advocate: (415) 502-8802 / Email: care@ucsf.edu

- **UCSF Policy on Authorized and Acceptable Use of Institutional Electronic Information and IT 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.

  o Read the UCSF Policy on Authorized and Acceptable Use of Institutional Electronic Information and IT 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 UC 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

- **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.

  - o Read the UC Policy on UC Gender Recognition and Lived Name

- **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 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 Health Policy on Employee Identification (MyAccess login required)
  - o Read Information about Receiving the ID badge

- **UC Policy on Native American Cultural Affiliation and Repatriation**

The purpose of this policy is to increase and achieve Repatriation of Native American and Native Hawaiian ancestral Human Remains and Cultural Items to Tribes, Native Hawaiian Organizations, and Lineal Descendants.

The University of California (UC) is committed to fully implementing the spirit as well as the legal requirements of both the federal Native American Graves Protection and Repatriation Act ("NAGPRA") and the California Native American Graves Protection and Repatriation Act ("CalNAGPRA), which were enacted to acknowledge the fundamental human rights of Native Americans and Native Hawaiians to their ancestral Human Remains and Cultural Items. This policy describes how UC will pursue this value and ensure both adherence to the general principles and compliance with NAGPRA and CalNAGPRA. The procedures set out in this policy are intended to increase Repatriation, accountability, and transparency. Where processes or definitions vary between NAGPRA and CalNAGPRA both are provided, with indications regarding the origin of the requirements.

- o Read the UC Policy on [Native American Cultural Affiliation and Repatriation Policy](#)
- o Read the United States [Native American Graves Protection and Repatriation Act](#)
- o Read the [California Native American Graves Protection and Repatriation Act](#)

- **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

- **UC Policy on Payroll: Attendance, Time Reporting, And Leave Accrual Records**
- **UCSF HBS Leave Reporting Procedures**
  This policy sets forth the minimum requirements for recording attendance, time reporting, and leave accruals required by the University and establishes responsibility for the maintenance of such records. This policy also sets out procedures for transferring vacation accruals (i.e., vacation hours earned) when an employee transfers positions within the University. The nature and extent of the rules in this document is determined by the status of the employee and conditions of employment.

  In order to meet the minimum requirements for time reporting under this policy, UCSF employees are responsible for the timely review and completion of their timesheet and UCSF supervisors are responsible for timely review and approval.

  - o Read the UC Policy on [Payroll: Attendance, Time Reporting and Leave Accrual Records](#)
  - o Reach UCSF's [Timely Timesheet Approval Reminders](#)
  - o Read UCSF's resources and training materials for completing employee tasks in HBS Timekeeping System: [Employee HBS Leave Reporting](#)
  - o Read UCSF's resources and training materials for completing manager in the HBS Timekeeping System: [HBS Management Administration](#)

- **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
- o Read the Interim UC 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 CARE Advocate: (415) 502-8802 / Email: care@ucsf.edu

- **UCSF Smoke-Free and Tobacco Free Workplace Policies**
  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.

  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 Smoke-Free Workplace Policy
  - o Read the UCSF Policy on Tobacco Free at Work

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 Health and UCSF Campus Labor and Employee Relations: (415) 353-4012 or (415) 353-4107

[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]()

- **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.

  - 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
[UC Undocumented Student Services]()

- **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 Policy]() and [Whistleblower Protection]() policies.

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

Resources
[UC Compliance Hotline](): (800) 403-4744
[Office of Ethics & Compliance](): (415) 476-1825
UCSF Whistleblower Coordinator, [Office of Ethics and Compliance]() (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.

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

Resources
[UCSF Office of Healthcare Compliance and Privacy](): (415) 353-2750 / Email: [privacy@ucsf.edu]()

- **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](#). The UCSF Occupational Health Portal can be accessed [here](#) (MyAccess login required).

  - o Read the information about [Vaccines and Screening](#)

- **UC Policy on Vaccination Program – With Updated Interim Attachments**
  The purpose of this policy is to facilitate protection of the health and safety of the University community, including its patients as well as its Students, Personnel, and all others who work, live, and/or learn in any of the University's locations or otherwise participate in person in University programs. The University strongly recommends that all members of the University community follow vaccine recommendations adopted by the U.S. Centers for Disease Control and Prevention (CDC) and the California Department of Public Health (CDPH) applicable to their age, medical condition, and other relevant indications. In addition, this policy and its Program Attachments together may provide for Mandate and/or Opt-Out Vaccination Programs. In a Mandate Program, Covered Individuals are required, subject to limited Exceptions, and associated Non-Pharmaceutical Interventions, to be up to date on specified Vaccines as a condition of Physical Presence at any University Location or Program. In an Opt-Out Program Covered Individuals are required, subject to Non-Pharmaceutical Interventions, to be Up-To-Date on specified Vaccines or to properly decline such Vaccines as a condition of Physical Presence at any University Location or Programs.

  - o Read the UC Policy on [Vaccination Programs with Updated Interim Attachments](#)

Resources
Read the [Novel Coronavirus (COVID-19) Resources](#) including the latest updates, FAQs, Policies & Guidance, and Resources.

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 website: [peopleconnect.ucsf.edu](#) (MyAccess login required)
- o [UCSF Campus Administrative Policies](#)
- o [UCSF Medical Center Policies](#) (MyAccess login required)