

Annual Policy Notification

Each year UCSF provides an annual notification of following important policies to the campus community. Listed below are summaries for each of the policies/guidelines which you are encouraged to review.

In this document

Related
HR Update, 1/26/2007

- [Crime Awareness and Campus Security Act \(Clery Act\)](#);
- [UCSF Guide for Responding to Domestic Violence in the Workplace](#);
- [UCSF Policy on Sexual Violence and Campus Response/Procedures](#);
- [University of California Policy on Sexual Harassment](#);
- [University of California Policy on Substance Abuse](#);
- [Whistleblower Policy](#);
- [Zero Tolerance Standard for Workplace Violence](#); and
- [Smoke-Free Workplace](#);

A list of Campus Resources is provided where more information can be obtained. Questions and concerns should be directed to the individuals listed under each respective policy/guideline.

Crime Awareness and Campus Security Act (Clery Act)

The University of California, San Francisco prepares an annual security report which includes statistics for the previous three years concerning reported crimes that occurred on campus/off campus in University-controlled buildings and on public property within or immediately adjacent to and accessible from the campus. For detailed information: <http://student.ucsf.edu/clery/>

UCSF Guide for Responding to Domestic Violence in the Workplace

The University of California, San Francisco is committed to promoting the health, well-being, and safety of its students, faculty, staff, postdoctoral scholars, residents, fellows, and other academic appointees. Domestic violence affects members of the UCSF community directly and indirectly. The "UCSF Guide for Responding to Domestic Violence in the Workplace" provides prevention and early intervention strategies to help effectively address domestic violence in the workplace. It does not address the patient population. For patients, refer to UCSF Medical Center Policy 6.01.02, Domestic Violence Reporting. For detailed information: <http://www.ucsf.edu/cge/srv/dvi.html>

UCSF Policy on Sexual Violence and Campus Response/Procedures

The University of California, San Francisco is committed to creating and maintaining an environment free of harassment, exploitation, or intimidation, including sexual violence. Such behavior is prohibited both by law and by campus policy. For detailed information: <http://www.ucsf.edu/cge/srv/index.html>

University of California Policy on Sexual Harassment

The University of California, San Francisco is committed to creating and maintaining an atmosphere free from all forms of harassment, exploitation, or intimidation. Sexual harassment, in any form, will not be tolerated. For detailed information: <http://www.ucsf.edu/oshpr/policies/policy.html>

University of California Policy on Substance Abuse

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, use, or sale of alcohol, or 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 and students shall not use illegal substances or abuse legal substances in a manner that impairs work performance, scholarly activities, or student life. For detailed information (#150-11): <http://policies.ucsf.edu/150/15011.HTM>

Whistleblower Policy

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"). For detailed information:

<http://whistleblower.ucsf.edu/>

Zero Tolerance Standard for Workplace Violence

The University of California, San Francisco 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 the University of California, San Francisco, property is prohibited. For detailed information: <http://ucsfhr.ucsf.edu/index.php/policies...>

Smoke-Free Workplace

The University of California, San Francisco has adopted a smoke-free campus policy in order to minimize health risk, improve the quality of air, and enhance the environment in all facilities. Except for officially posted designated smoking areas, smoking is prohibited on University-owned or leased property, buildings, vehicles and moving equipment. For detailed information: <http://policies.ucsf.edu/550/55010.htm>

Campus Resources

January 23, 2007

1. Drug Free Workplace

Campus Administrative Policy #150-11 Substance Abuse in the Workplace - <http://policies.ucsf.edu/>

HR-Faculty and Staff Assistance Program - 476-8279/Yvette Guerrero, Manager

Labor and Employee Relations-476-3905

Student Health Services- 476-1683/Henry Kahn M.D., Director

Office of Student Life-476-4318/Eric Koenig, Director

2. University of California Policy on Sexual Harassment

Office of Sexual Harassment Prevention & Resolution- <http://www.ucsf.edu/oshpr>

Joyce Hammel, Administrative Officer/Coordinator: 476-5186

Policy and Procedure - <http://www.ucsf.edu/oshpr/policies/index.html> Campus Resources -

<http://www.ucsf.edu/oshpr/resources/index.html>

Campus Advisors - <http://www.ucsf.edu/oshpr/resources/advisors.html>

3. Sexual Violence and Campus Response/Procedures

Center for Gender Equity - <http://www.ucsf.edu/cge/>

Sexual and Relationship Violence - <http://www.ucsf.edu/cge/srv/index.html>

Sexual Assault Links - http://www.ucsf.edu/cge/srv/sa_links.html

UCSF Police Department - Off Campus Tel. 9+911; On Campus Tel. 911 (Emergencies)

Non-Emergencies: 476-1414

Center For Gender Equity, Sexual, and Relationship Violence Program: 476-5223

Human Resources Faculty and Staff Assistance Program: 476-8279

San Francisco Women Against Rape: (415) 647- RAPE (7273)

4. UCSF Guide for Responding to Domestic Violence in the Workplace

Domestic Violence Response Guide - <http://www.ucsf.edu/cge/srv/dvi.html>

Sexual and Relationship Violence Overview - <http://www.ucsf.edu/cge/srv/index.html>

Center for Gender Equity, Sexual and Relationship Violence Resource Program:

476-5223

UCSF Police Department - Off Campus Tel. 9+911: On Campus Tel. 911 (Emergencies)

Non-Emergencies: 476-1414

Human Resources Faculty and Staff Assistance Program: 476-8279

5. Whistleblower Policy

Whistleblower Coordinator - Associate Vice Chancellor Randy Lopez - <http://whistleblower.ucsf.edu>

Policy - <http://policies.ucsf.edu/150/15023.HTM>

6. Zero Tolerance Standard for Workplace Violence

Policy and Procedure - <http://ucsfhr.ucsf.edu/index.php/policies/...> UCSF Threat Management Team - <http://ucsfhr.ucsf.edu/index.php/assist/article/371>

UCSF Police Department - <http://www.police.ucsf.edu/default.htm>

UCSF Police Department - Off Campus Tel 9 + 911; On Campus Tel. 911 (Emergencies)
Non-Emergencies: 476-1414
Center For Gender Equity, Sexual, and Relationship Violence Program: 476-5223
Human Resources Faculty and Staff Assistance Program: 476-8279
Human Resources Labor and Employee Relations: 476-3905
Legal Affairs: 476-5003

7. Crime Awareness and Campus Security Act (Clery Act)

Clery Act (Campus Security & Personal Safety) - <http://student.ucsf.edu/clery/>
UCSF Police Department - <http://www.police.ucsf.edu/default.htm>
Off-Campus Tel. 9+911; On-Campus Tel. 911(Emergencies)
Non-Emergencies: 476-1414

8. Smoke-Free Workplace

Labor and Employee Relations-476-3905 <http://www.ucsfhr.ucsf.edu/policies>