



# UCSF Campus Code of Conduct

2002

---



University of California  
San Francisco



---

**TABLE OF CONTENTS**

<b>LETTER FROM THE CHANCELLOR</b>	<b>3</b>
<b>PREAMBLE</b>	<b>4</b>
<b>CAMPUS MISSION STATEMENT</b>	<b>4</b>
<b>UCSF CODE OF ETHICS</b>	<b>5</b>
<b>STANDARDS OF CONDUCT</b>	<b>6</b>
Noncompliance with the Code of Conduct	7
<b>ADDRESSING ISSUES AND CONCERNS</b>	<b>8</b>
Whistleblower Policy	8
Faculty Misconduct	9
Scientific Misconduct	9
<b>MANAGEMENT RESPONSIBILITIES</b>	<b>11</b>
<b>RESEARCH RESOURCES</b>	<b>13</b>
Animal Welfare Assurance Program	13
Clinical Contracts Unit	13
Contracts and Grants	14
Environmental Health and Safety	14
Research Subjects Protection Committees	15
Office of Technology Management	15
<b>OTHER RESOURCES</b>	<b>16</b>
Clinical Enterprise Compliance Office	16
Internal Audit	17
Internal Controls	17
Legal Affairs	18
Whistleblower Policy	19
<b>ADDITIONAL INFORMATION</b>	<b>20</b>
Academic Personnel	20
Academic Services/Faculty Relations	20
Accounting Office	21
Benefits & Financial Planning	22
Disability Management Services	23
Faculty and Staff Assistance Program	24
Graduate Division	24

Human Resources' Client Services Center-Campus	25
Human Resources – Medical Center	26
Information Technology Services	26
Material Management Department, Purchasing Section	27
Office of Affirmative Action, Equal Opportunity, and Diversity	28
Office of Americans with Disabilities Act Coordination	29
Office of Sexual Harassment Prevention & Resolution	29
Office of Student Relations	30
Police Department	31
Problem Resolution Center	32
Work~Life Resource Center	32
<b>ADDITIONAL COPIES</b>	<b>33</b>

**Members of the Campus Community:**

As members of the UCSF community, we all share the responsibility to conduct our professional and personal practices with integrity and compassion. This responsibility is the foundation for the UCSF Campus Code of Conduct that I now forward to you. There is perhaps no more important obligation that you and I have than to uphold the principles and standards included in this Code.

UCSF is a prominent public institution and a major employer in San Francisco. To maintain our status as a leader in the community, and to earn the trust and respect we each desire, we must aspire to the highest standards of human conduct. We must never lose sight of our ultimate goal of pursuing knowledge in order to cure, alleviate, or prevent illness. I am counting on everyone to reach our goal with pride in each other and our work.



**Preamble**

This UCSF Campus Code of Conduct articulates the values and ethical practices collectively prized by the UCSF campus community. It expresses the campus 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.

There are several campus compliance programs in various stages of development that supplement this Code of Conduct. There are also many UCSF policies and applicable federal and state laws and regulations to which we must also adhere. This document is intended to highlight some key issues. Please refer directly to the individual policies, laws, and compliance programs for more information.

**Campus Mission Statement**

As a health sciences campus, UCSF is dedicated to alleviating the suffering from human disease, through research, teaching, and patient care. The Mission of UCSF is to attract the nation's most promising students to educate for future careers in the health sciences and health care professions, with continuing emphasis on open access and diversity; to bring our patients the best in health care service, from primary care to the most advanced technologies available; to encourage and support research and scholarly activities to improve our basic understanding of the mechanisms of disease and the social interactions related to human health; to develop more effective preventions and therapies for disease; and to serve the community at large through educational and service programs that take advantage of the knowledge and skills of UCSF faculty, staff and students.

**UCSF Code of Ethics**

The citizens of California entrust the University of California, San Francisco with the responsibility for providing high quality teaching, health care and research, and for assuring that the highest standards of ethical conduct and integrity are practiced in meeting these responsibilities. The professional conduct of each member of the campus community is expected to be consistent with and fully comply with these principles. All members of the campus community are expected to engage in the following:

- **Trustworthy conduct** - including dependability, loyalty, and honesty in communications and actions.
- **Respectful behavior** - treating everyone with civility, courtesy, tolerance and acceptance, and recognizing the worth, dignity and unique characteristics of each individual.
- **Accountability** - taking personal responsibility for one's actions and decisions.
- **Fair and just actions** - utilizing equitable processes in decision making.
- **Compassion** - caring for others, both within and apart from the UCSF community, and providing the highest quality service to patients and humanity.
- **Good citizenship** - striving to make the UCSF community function well now and in the future.
- **Responsible management** - including prudent use of University resources in a fiscally responsible manner.

**Standards of Conduct**

All members of the campus community shall:

**Adhere to all applicable standards of professional practice and professional codes of ethics** in carrying out the business of the enterprise, such as clinical, teaching, research and business activities.

**Employ good judgment and display ethical behavior** in decision making, never inducing or compelling others to take part in unethical, improper or illegal conduct.

**Follow the rules**, adhering to all University policies and procedures, regulatory agency requirements, federal and state laws, and professional standards. This includes policies such as the UCSF Policy on Sexual Harassment, the University of California Policy on Substance Abuse, and the Sexual Violence Policy. These policies and others can be found at <http://policies.ucsf.edu/> and <http://ucsfhr.ucsf.edu/>.

**The Clinical Enterprise Compliance Program -**

<http://www.som.ucsf.edu/som/admin/compliance/manual/index.htm> provides guidance and clarification of roles and responsibilities of all UCSF faculty, staff, students, and house staff participating in the delivery of health care.

**Protect and respect privacy**, treating all patient and proprietary information in a confidential manner.

**Protect the welfare and autonomy of all human subjects of research.**

**Follow established federal and University guidelines in the proper care and humane treatment of animals** used in research and instruction.

**Exercise fiscal accountability and appropriate controls** when conducting business on behalf of the University.

**Help to manage natural resources carefully**, supporting water and energy conservation efforts, campus recycling programs and other campus environmental preservation efforts.

**Avoid conflicts of interest**, ensuring that in one's capacity as a University employee outside interests, affiliations, or activities do not influence, or appear to influence, decision making, impact patient care, affect job performance, or result in personal financial gain associated with one's University employment.

**Utilize equitable and nondiscriminatory management practices** when hiring, managing, or disciplining staff, students or faculty.

**Protect and promote campus safety**, reporting hazards when observed.

**Maintain accurate and timely documentation** according to University record management and retention policies.

**Protect University assets**, ensuring University property and resources are used to conduct University business only.

**Work cooperatively**, giving appropriate credit to the contributions of others.

**Respect copyrights, patents and licenses** of other organizations and entities.

**Noncompliance with the Code of Conduct**

This document is not intended to supplant, amend or modify existing University policies and collective bargaining agreements. The personnel policies and labor contracts that govern discipline will apply and be used to address noncompliance with this Code of Conduct.

**Addressing Issues and Concerns**

Employees are encouraged to discuss questions or concerns with their immediate supervisor. If this is not practical or issues or conflicts arise that cannot be resolved between the individual and the immediate supervisor, the individual should raise the concerns through the department administrative or academic hierarchy. This may include the next level of manager, the department head, and the office of the dean or vice chancellor where the unit reports. Faculty with concerns or questions should discuss them with the department chair. MSOs and department chairs encountering ethical conflicts involving any campus member are expected to work through the associate dean of the school or the office of the vice chancellor to which they report. Students with questions or concerns should speak with their faculty of record or advisor, contact the Student Affairs office in their school, or contact the Office of Student Relations or the Graduate Division for assistance.

Postdoctoral scholars should address questions to their faculty PI/mentor or the Graduate Division.

**Whistleblower Policy**

Under University policy, individuals are encouraged to use the University Whistleblower Policy if they have a good faith belief that an activity occurred or is continuing to occur that is not in compliance with federal or state law or University policy. Such individuals are protected from retaliation for making such a "protected disclosure." A "protected disclosure" may be made to the campus Whistleblower Coordinator, Clinical Compliance Officer, or any campus administrator, director, manager or supervisor. Managers are expected to report any such allegations to the Whistleblower Coordinator. Further details on this policy may be found on the campus website at <http://policies.ucsf.edu> (Policy 150-23).

**Faculty Misconduct**

Academic Personnel Manual (APM) Section 015 - The Faculty Code of Conduct establishes standards of professional conduct and includes listings of faculty responsibilities, ethical principles and types of unacceptable behavior. Faculty Misconduct occurs when there is a violation of the Faculty Code of Conduct as defined in APM 015 Part II – Professional Responsibilities, Ethical Principles, and Unacceptable Faculty Conduct. Concerns about possible faculty misconduct should be reported to the responsible Academic Vice/Associate Dean or the Academic Vice Chancellor.

**Scientific Misconduct**

The campus adheres to the DHHS definition of Scientific Misconduct as follows: "Misconduct or Misconduct in Science means fabrication, falsification, plagiarism, or other practices that seriously deviate from those that are commonly accepted within the scientific community for proposing, conducting, or reporting research. It does not include honest error or honest differences in interpretations or judgments of data." Concerns about possible scientific misconduct should be reported to the responsible Academic Vice/Associate Dean or the Academic Vice Chancellor.

Additional campus resources for discussing concerns are listed in the Research Resources, Other Resources and Additional Information sections at the end of this document. Contact points for reporting some common concerns are as follows:

**Patient Care Billing**

Clinical Enterprise Compliance Program      415/502-2790

**Faculty Misconduct and Scientific Misconduct**

Academic Vice/Associate Deans

School of Dentistry                              415/476-1323  
School of Medicine                              415/476-1977  
School of Nursing                                415/476-4320  
School of Pharmacy                              415/476-4637  
Graduate Division                                415/502-6612  
  
Academic Vice Chancellor                      415/476-4451

**Misuse of University Resources**

Audit and Management Services              415/476-3851

**Whistleblower Complaints**

Whistleblower Coordinator                    877/256-9372

**Management Responsibilities**

No UCSF chair, manager, or supervisor shall require or expect an individual to do anything that is in conflict with the law or University of California policy. The following description of the responsibilities of the various management functions may be helpful in determining where to report concerns.

Vice chancellors, deans, associate/assistant vice chancellors, vice deans, associate deans, department heads, and administrative officers are charged with implementing established policies and procedures so that the University is well managed, is in compliance with applicable laws and regulations, is in sound financial condition, is consistent in its administration of policies, is administered fairly and rationally, and reflects appropriately the diversity of the population and the workforce.

Department chairs, ORU directors, and clinical chiefs may assign duties to management service officers (MSOs) to assist them in carrying out their administrative and financial responsibilities. The MSOs serve as chief business and financial officers for their departments and are expected to provide financial advice and assistance to their chairs in fulfilling their management responsibilities.

Department MSOs/managers also have dotted-line reporting relationships to the associate dean for administration in the Dean's Office. An associate dean in each school has general oversight responsibilities to ensure that departments fulfill their financial and legal responsibilities.

Principal investigators are accountable for managing their research unit finances, research activities, and operations according to University policies and procedures, granting agency guidelines, and applicable federal and state laws and regulations.

Health care providers and other University personnel involved in the coding, billing, documentation, and accounting for patient care services for the purpose of billing governmental, private, or individual payers are responsible for complying with all applicable state and federal regulations and campus-specific policies and procedures.

Central campus departments (such as Academic Affairs, Student Academic Affairs, Accounting, Audit Services, Human Resources, Contracts and Grants, Information Technology Services, Internal Controls, and Facilities Management) provide a variety of services to assist departments. Those services include providing assistance in interpreting policy and legal requirements, formal and informal training, and compliance monitoring.

**Research Resources**

Individuals with concerns about illegal, unethical, or non-compliant activities related to research may consult with the Director of the appropriate unit within the Office of Research.

**Animal Welfare Assurance Program**

MR II

Box 0564

415/476-9409

Website: <http://www.ors.ucsf.edu/awap/awap.cfm>

The Animal Welfare Assurance Program has the responsibility to ensure that all investigators and staff who conduct research involving the use of animals receive training in the proper care and use of animals, occupational health and safety requirements, and compliance with University and regulatory requirements.

**Clinical Contracts Unit**

Laurel Heights Campus

3333 California Street, Suite 320

Box 1016

415/476-0833

Website: <http://ora.ucsf.edu/ccu/default.htm>

The Clinical Contracts Unit (CCU) reviews, negotiates, and approves all industry-sponsored clinical trials, industry-funded investigator-initiated clinical trials, clinical services agreements, and other contracts related to industry clinical trials. CCU also reviews confidentiality agreements as they relate to a PI's possible participation in a clinical trial.

**Contracts and Grants**

Laurel Heights Campus  
 3333 California Street, Suite 315  
 Box 0962  
 415/476-2977  
 Website: <http://www.ucsf.edu/ora/cg/index.html>

The Contracts and Grants Unit reviews all contract, grant and fellowship proposals to federal, state, municipal and nonprofit funding agencies for conformance with University and agency policies, and negotiates terms and conditions of all resulting awards. Staff also provides support to the Conflict of Interest Advisory Committee, which reviews faculty disclosures of financial interest in private companies for potential conflicts of interest.

**Environmental Health and Safety**

Parnassus Campus  
 50 Medical Center Way  
 Box 0942  
 415/476-1300  
 For 24-hour emergency response, call 9-911  
 Website: <http://www.ehs.ucsf.edu>

The mission of the Office of Environmental Health and Safety (OEHS) is to protect the health and safety of UCSF staff, faculty, students, patients, and visitors and to ensure that the physical environment of the campus is a safe and healthy workplace. Responsibilities include training of UCSF employees, development, and implementation of proper health and safety procedures, environmental and personnel monitoring to verify effectiveness of its programs, and maintenance of required regulatory records. OEHS ensures environmental protection - to protect air, water, and land from contamination, and advocates for resource conservation and recycling.

**Research Subjects Protection Committees**

Laurel Heights Campus  
 3333 California Street, Suite 315  
 Box 0962  
 415/476-1814  
 Website: <http://www.ucsf.edu/ora/index.htm>

All participants who conduct or support research involving human or animal subjects must be aware of applicable regulations, policies, and standards of professional conduct and practice. The staff of the Research Subjects Protection Committees provides administrative support to the Committee on Human Research and the Committee on Animal Research to assure that UCSF complies with all federal and state laws and University policy with respect to the protection of humans and animals in research.

**Office of Technology Management**

1294-9th Avenue, Suite 1  
 Box 1209  
 415/502-7537  
 Website: <http://itsa.ucsf.edu/~otm>

The Office of Technology Management is responsible for the development of University intellectual property through patent protection, technology marketing and licensing agreements to the health care and biotechnology industries. OTM advises faculty on the disclosure of inventions, property rights, and transfer of biological materials. The Industry Contracts Unit within OTM processes and negotiates sponsored research agreements between UCSF researchers and biotechnology and pharmaceutical companies. These sponsored research agreements cover pre-clinical and basic health science research.

**Other Resources**

The following units serve as primary resources if a staff member, student, or faculty member is concerned about the appropriateness of specific activities. These descriptions of areas of responsibility may help in identifying the best resource to address your concerns. If your issue requires additional assistance, these offices will direct you to the appropriate source.

**Clinical Enterprise Compliance Office**

MCB, 1855 Folsom St., Suite 506

Box 1350

415/502-2790

Website: <http://www.som.ucsf.edu/som/admin/compliance/manual/index.htm>

**Compliance Hotline for anonymous reporting:**

415/502-8448

The Clinical Enterprise Compliance Officer is responsible for management of the UCSF Clinical Enterprise Compliance Program, which oversees patient care billing and interprets policies concerning billing for patient care services. The Compliance Program was developed to ensure that UCSF complies with applicable laws relating to billing and reimbursement. The Clinical Enterprise Compliance Office investigates and resolves questions pertaining to potential non-compliance. Any health care provider or staff member may call the Clinical Enterprise Compliance Office to report concerns or solicit advice.

**Internal Audit -****Audit & Management Services**

Mission Center Building

1855 Folsom Street, Room 107

Box 0818

415/476-3851

Website: <http://www.ucsf.edu/ams/>

Audit & Management Services provides an independent review and advisory function for the campus. The objective of the internal audit program is to perform independent audits and consultations that evaluate and promote UCSF's system of internal controls, including operating efficiency. Internal auditors also investigate known or suspected misuse of University resources, including fraud or other financial irregularities.

**Internal Controls -****Internal Controls & Accountability**

Laurel Heights Campus

3333 California Street, Suite 295

Box 1338

415/541-2886

The Internal Controls and Accountability Unit promotes the development and performance of effective internal controls over UCSF's business operations. The Unit facilitates control self-assessment (CSA) workshops, which is a management tool designed to assist work teams to be more effective in achieving their objectives and managing their key business risks. In addition, the Unit provides training in ethics and internal controls as well as reviews policies and procedures for control efficacy.

**Legal Affairs**

Millberry Union, Room 249E  
Box 0986  
415/476-5003

The Office of Legal Affairs provides a wide range of legal services to the campus. Services provided include legal advice and consultation to the Chancellor and Vice Chancellors and their respective staffs, the Director and Associate Directors and their staffs of the Medical Center, the Deans and Vice Deans and their staffs in the four professional schools and the Graduate Division. The subject matter includes issues involving academic and research matters, housestaff, students, staff human resources, academic policies, employment claims and investigation coordination, business, research, contracting, health care law, privacy, public records, conflict of interest, scientific misconduct, information practices policies, health care compliance and risk management. The office also coordinates responses to subpoenas and coordinates with the University's Office of the General Counsel on a range of issues.

The Office of Legal Affairs does not provide personal legal services to University faculty, staff or students.

**Whistleblower Policy****Whistleblower Coordinator**

Box 0832  
877/256-9372  
Website: <http://whistleblower.ucsf.edu>

Any person may make a confidential good faith report alleging improper activity (a "protected activity") under this policy. Improper activity is defined as any activity by a University department or by an employee which is undertaken in the performance of the employee's official duties, whether or not such action is within the scope of his or her employment, and which is (1) in violation of any State or Federal law or regulation, including, but not limited to corruption, malfeasance, bribery, theft of University property, fraudulent claims, fraud, coercion, conversion, malicious prosecution, misuse of University property and facilities, or willful omission to perform duty, or (2) is economically wasteful, or involves gross misconduct, incompetence, or inefficiency.

A "protected disclosure" may be made to the campus Whistleblower Coordinator or any campus administrator, director, manager or supervisor. Managers are expected to report any such allegations to the Whistleblower Coordinator.

The Whistleblower Coordinator has the responsibility and authority to determine if an investigation is warranted, assign cases to investigators, receive findings and recommendations from investigations, extend time frames, make final decisions, and communicate same to affected parties.

**Additional Information**

Many questions and concerns can be addressed by gaining a better understanding of University policies and procedures. The following units may be able to answer questions and provide further information.

**Academic Personnel**

Parnassus Campus, Room C116  
 Box 0652  
 415/476-4574  
 Website: <http://www.ucsf.edu/acpers/>

Academic Personnel is part of the UCSF Office of the Vice Chancellor for Academic Affairs. The office works with schools and departments on issues related to academic personnel and programmatic actions. This includes merit and promotion activities, implementation and interpretation of compensation plans, academic affirmative action, and interpretation and communication of academic policies.

**Academic Services/Faculty Relations**

Parnassus Campus, Room S-115  
 Box 0400  
 415/476-1881

Academic Services/Faculty Relations is part of the UCSF Office of the Vice Chancellor for Academic Affairs. The office administers and coordinates University policies and procedures relating to academic employee relations including terms and conditions of academic employment, faculty rights, privileges and responsibilities, faculty misconduct, discipline, non-Senate academic grievances, the academic review process and related ethical and legal issues. Faculty Relations is also involved in and available for informal conflict/dispute resolution involving faculty or other academic appointees.

A description of professional responsibilities, ethical principles and types of unacceptable conduct are available in the University Policy on Faculty Conduct and the Administration of Discipline (APM 015).

**Accounting Office**

Mission Center Building  
 1855 Folsom Street, Room 425  
 Box 0812  
 415/476-1247  
 Website: <http://acctg.ucsf.edu/>

The Accounting Office provides financial services in support of the University's mission. Responsibilities include payroll, payments for non-payroll activity, billing and collecting receivables, maintaining required accounting records, preparing and distributing financial reports, and monitoring financial transactions to ensure compliance with all applicable policies, procedures and regulations.

The mission of the UCSF Accounting Office is to deliver full accounting services and related systems to faculty, staff and students, all University departments and any outside entities who have a business relationship with the University.

**Benefits & Financial Planning**

Laurel Heights Campus  
3333 California Street, Suite 330  
Box 0918  
415/476-1400

Website: <http://ucsfhr.ucsf.edu/guide/benefits/index.html>

Human Resources' Benefits & Financial Planning (B&FP) activities include administering the employee retirement and health and welfare programs for the San Francisco campus; training and serving as a resource for department benefits representatives; interacting with the UC retirement system and vendors to resolve employee problems; and counseling individuals on retirement, long-term disability, and financial planning. B&FP professionals work closely with the Office of the President to promote appropriate utilization of all plans and to ensure compliance with retirement system documents, Group Insurance Regulations, University policies, the Internal Revenue Code and other laws thereby maintaining the University fiduciary responsibility. They also monitor benefit vendors' compliance regarding service and contractual obligation to employees and the University.

**Disability Management Services**

Laurel Heights Campus  
3333 California Street, Suite 330  
Box 0836  
415/476-2621

Website: <http://www.ucsfhr.ucsf.edu/guide/dismgmt/index.html>

Human Resources' Disability Management Services (DMS) are department-focused consultations, delivered in three broad areas: injury prevention, disability prevention, and disability management. DMS administers UCSF's workers' compensation program and return to work initiatives for employees who have or who may develop health problems affecting employment. DMS is staffed by a team of interdisciplinary professionals with human resources, risk management, and rehabilitation expertise.

Services also include reasonable accommodation consultations and internal job search assistance to provide disabled employees and campus departments maximum employment opportunities.

**Faculty and Staff Assistance Program**

Laurel Heights Campus  
 3333 California Street, Suite 293  
 Box 0938  
 415/476-8279  
 Website: <http://ucsfhr.ucsf.edu/>

Human Resources' Faculty & Staff Assistance Program (FSAP) provides free and confidential professional counseling to University faculty and staff for a variety of problems, including work-related, marital, or family difficulties; substance abuse; grief, loss, and transition situations; depression, stress, and anxiety management. These services are provided by a staff of licensed counselors.

**Graduate Division**

Parnassus Campus  
 Millberry Union 200W  
 Box 0244  
 415/502-3224 or 502-6612

The Graduate Division at UCSF encompasses all graduate academic degree programs and all graduate academic students in the four schools. The Dean of Graduate Studies is the institutional official responsible for the administration of Division affairs in accordance with academic policies established by the Academic Senate and the Graduate Council. The Graduate Division is responsible for graduate admissions and records, fellowships and student support programs, academic progression, outreach and recruitment, student and postdoctoral scholar grievances, and student and postdoc events. The Division also has administrative responsibility for the appointment and oversight of postdoctoral scholars.

**Human Resources' Client Services Center-Campus**

Laurel Heights Campus  
 3333 California Street, Suite 305  
 Box 1202  
 415/476-3905  
 Website: <http://ucsfhr.ucsf.edu/>

Human Resources employees from campus Labor & Employee Relations (LR/ER) and Staffing and Compensation (S&C) staff this Center.

LR/ER professionals fairly and consistently interpret and administer personnel policies and collective bargaining agreements. In monitoring compliance with local, state, and federal laws, they are charged with ensuring that the employee's, the manager's and the institution's rights all are protected. They provide case consulting services on performance management and the performance evaluation process, informal dispute resolution, and advice on how to conduct fair and objective investigations and administer appropriate discipline. They also develop and implement policies, process wage increases such as merit and range adjustments, process unemployment insurance claims, and conduct OLPPS Policy and Entry Update classes.

HR's S&C professionals provide services in classification, recruitment, and compensation. Classification reviews compensation to ensure equity throughout UCSF.

**Human Resources – Medical Center**

2233 Post Street, Suite 302  
 Box 1795  
 415/353-4688

**Employee/Labor Relations – Medical Center**

350 Parnassus Avenue, Suite 210  
 Box 0914  
 415/514-4689  
 Website: <http://www.ucsfhealth.org>

Medical Center Human Resources provides a full range of services including recruitment, employment, compensation, and benefits services for Medical Center employees. Employee/Labor Relations services are available to all employees at all sites of the UCSF Medical Center.

**Information Technology Services**

250 Executive Park Blvd., Suite 2000  
 San Francisco, CA 94143-0704  
 415/502-3727  
 Website: <http://www.ucsf.edu/its>

In addition to providing campuswide administrative systems and voice and data communication services, Information Technology Services (ITS) is responsible for the coordination of the UC electronic Communication and Information Security policies. ITS is available to assist in matters related to policy interpretation, implementation, and how to appropriately address possible policy violations. Computing policies, guidelines, and standards are available at [http://www.ucsf.edu/its/policy/uc\\_comp.html](http://www.ucsf.edu/its/policy/uc_comp.html). The ITS Information Security policy coordinator can be reached at 514-0997. The UCSF Information Security website is <http://isecurity.ucsf.edu/>. Questions or concerns related to information security should be directed to 514-3333 or [isecurity@its.ucsf.edu](mailto:isecurity@its.ucsf.edu).

**Materiel Management Department, Purchasing Section**

612 Forbes Blvd.  
 South San Francisco, CA 94080  
 415/476-5761  
 Box 0910  
 Website: <http://www.ucsf.matmgt.edu/>

The purchasing section of the Materiel Management Department is responsible for assisting faculty and staff in the prudent and cost effective acquisition of goods and services required to carry out their mission.

In consultation with faculty and staff, purchasing personnel negotiate agreements which hold our goods and service providers to appropriate legal and ethical standards; protect proprietary and patient information; protect the welfare of human and animal resources, as well as physical assets; support and enhance accountability for business decisions; and insure transactions are documented and agreements administered in compliance with University and governmental requirements.

Most particularly, the purchasing department is responsible to identify, document and insure proper response to employee/vendor relationships and conflicts of interest. In addition, Materiel Management is responsible for ensuring that all vendors doing business with the University are not excluded by the Office of the Inspector General.

**Office of Affirmative Action, Equal Opportunity, and Diversity**

Laurel Heights Campus  
3333 California Street, Suite 101  
Box 0988  
415/476-4752  
Website: <http://www.aaeo.ucsf.edu/>

The Office of Affirmative Action, Equal Opportunity, and Diversity exists to foster and defend equal opportunity for all persons involved with UCSF, and to promote diversity through specific affirmative actions. While an affirmative action plan is required by federal regulations, affirmative action is viewed as an important part of managing human resources and enriching the functioning of the campus community.

Services offered by the department include consultation for managers in diversity compliance; interpretation of laws, regulations, policies; training and education; investigation, mediation, and resolution of complaints; and development of employment opportunity activities. These services are available to faculty, staff, students, vendors, and customers.

**Office of Americans with Disabilities Act Coordination**  
Laurel Heights Campus 3333 California Street, Suite 101  
Box 0998  
415/476-4752

This office coordinates UCSF's compliance with the federal Americans with Disabilities Act (ADA). Services include interpreting the ADA for the campus community, monitoring organizational compliance with the ADA and related University policies, educating the campus community on its responsibilities under the Act, and promoting an environment at UCSF that is friendly to the disabled in its programs, services, physical structures, etc.

**Office of Sexual Harassment Prevention & Resolution**

Laurel Heights, Suite 293  
Box 1264  
415/476-5186  
Website: <http://www.ucsf.edu/oshpr>

The Office of Sexual Harassment Prevention & Resolution provides services to educate the campus community on prevention and resolution of sexual harassment and to provide timely, neutral, thorough and fair services handling sexual harassment complaints in accordance with University policy, governing laws and regulations. Services include training and education, advising and counseling, complaint resolution strategies, and investigation services.

**Office of Student Relations**

Parnassus Campus, Millberry Union, Room 126

Box 0376

415/476-4318

Website: <http://saawww.ucsf.edu/relations/welcome.htm>

The Office of Student Relations (OSR) is comprised of diverse student services, programs and resources, and administers University policies relating to students, activities and organizations. The OSR provides general information about campus resources and assists with referrals to other departments for more specialized assistance as necessary.

The OSR also coordinates services for students with disabilities. UCSF is committed to providing equal access to all programs, services and activities to students with permanent and temporary disabilities. Services are individually designed to facilitate the success of each student. More information can be found at

<http://saawww.ucsf.edu/relations/services/disabled.htm>

**Police Department**

Mission Center Building

1855 Folsom Street, Room 145

Box 0238

415/476-5455 Office of the Chief

415/476-1414 Communications Center, 24-Hours

Website: <http://www.police.ucsf.edu>

The Police Department's mission "to protect and serve the campus community" embraces the primary objective of providing the University with an environment that is free of crime and disorder. With this objective in mind this agency's role is to enforce the law in a fair and impartial manner, recognizing both statutory and judicial limitations of police authority, and the constitutional rights of all persons. This is accomplished in partnership with the campus community through the enforcement of laws; crime prevention activities; the implementation of a community awareness program via education and information sharing; the maintenance of accreditation from the Commission on Accreditation for Law Enforcement Agencies; and management of the Emergency Preparedness Program.

The jurisdictional authority of campus police personnel is provided in the California Penal Code, the Education Code, and the University's Board of Regents.

Through the Annual Report the campus complies with the federally mandated Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998. The report provides information regarding crime statistics and other information pertaining to campus crime.

**Problem Resolution Center**

Laurel Heights Campus

Suite 309

Box 1264

415/502-1082

Website: <http://www.ucsf.edu/resolve>

The Problem Resolution Center (PRC) supports early intervention in conflicts and disagreements, facilitates interpersonal, inter-group and intra-group conflict resolution through mediation or provides skill-building techniques. The Center is envisioned to be the nucleus for an exchange of activities, programs, services and teachings on conflict management.

**Work-Life Resource Center**

Laurel Heights Campus

Suite 309

Box 1264

415/476-4270

Website: <http://www.ucsf.edu/wrklife/>

The mission of the Work-Life Resource Center is to provide safe and impartial processes to the campus community that enrich and enhance the worklife experience. It fosters and values open communication, assists with workplace issues and promotes effective ways to collaborate on projects and best practices that create supportive work and learning environments.

**ADDITIONAL COPIES**

To order additional copies of this booklet:

Call the automated FaxBack at The Source.

1. Dial 415/476-5061;
2. Enter option 6;
3. Select from the choices offered:

Form #6 – UCSF Campus Code of Conduct.

You can also download a PDF copy of the order form online at <http://reprographics.ucsf.edu>. The order form link is located on the "Forms" page.

UCSF Reprographics

415/476-5900

