



The University of Vermont

Statement V. 1

Responsible Official: President

Effective Date: February 4, 2012

Statement of Commitment and Expectations in the Workplace

Reason for this Statement

This Statement of Commitment and Expectations (“Statement”) reiterates and reinforces the dedication of the University to compliance with the policies and laws that govern the institution and the values and the principles embodied in *Our Common Ground*. This Statement also identifies how *Our Common Ground* is relevant to the workplace.

Applicability

This Statement applies to University officials, staff, faculty, volunteers, and the employees of companies or organizations affiliated (affiliates”) with the University who interact with University officials, staff, faculty, and volunteers.

Requirements and Expectations

All University officials, staff, and faculty are **required** to fulfill their obligations under UVM policies, the law, and the handbooks and contracts that set forth performance and conduct expectations.

In addition, all University officials, staff, faculty, volunteers and affiliates are **expected** to preserve and promote the values that will best serve both the community as a whole and its individual members, and thus be aware of, and aspire actively to abide by, *Our Common Ground*. Consequently, through this Statement and other means, the University will communicate to its officials, staff, faculty, volunteers, and affiliates the expectation that they work cooperatively with others and treat others, regardless of position or status, with professional courtesy and civility. Collegial interactions are essential to support the institutional mission in an effective and ethical manner. In this regard, it is especially critical that those in positions of leadership and authority demonstrate the highest ethical standards of behavior to those whom they supervise, teach and advise.

Commitment

To facilitate achievement of the **requirements** just described, the University hereby recognizes an ongoing responsibility to maintain a working environment free of conduct that is unlawfully motivated or otherwise prohibited by University *policy or the law*. The institution will therefore dedicate resources for management and employee training, and compliance monitoring. The University will also facilitate the prompt and effective resolution of policy and legal violations and publicize existing complaint and grievance channels applicable to violations of policy and the law.

To facilitate achievement of the **expectations** just described, the University will create and maintain channels whereby persons who believe that they are targets of, or witnesses to, conduct at odds with *Our Common Ground* can access guidance and/or assistance promptly and effectively. These mechanisms shall include, but may not necessarily be limited to, confidential counseling, a confidential hotline and, as applicable, a mediation option. Retaliation for the use of any of these channels shall be expressly prohibited and will give rise to the possibility of serious disciplinary or other appropriate action regardless of the merits of the original charge. Furthermore, the intentional use of these channels to file a false charge shall be prohibited and may result in serious disciplinary or other appropriate action.

NOTE: Barring unusual circumstances, employees and supervisors should first pursue collegial and non-confrontational approaches to problem-solving. In addition, employees whose concerns fall within the scope of defined “grievances” that must be pursued by specified means under policy or contract must use those channels to preserve any rights that may arise under those provisions.

I. EXISTING POLICIES, STATEMENTS AND PROTOCOLS

Perceived violations of existing policies must be pursued through normal channels, as identified in the statements, policies and procedures listed below.

To protect **SAFETY AND SECURITY**:

- Personal Safety and Security Policy
http://www.uvm.edu/policies/general_html/personalsafety.pdf
- Sexual Harassment and Misconduct
http://www.uvm.edu/policies/general_html/domabuse.pdf
- Drug-Free Workplace Policy
http://www.uvm.edu/policies/general_html/drugfreeworkplace.pdf
- Alcohol Policy
http://www.uvm.edu/policies/general_html/alcohol_employees.pdf
- Weapons and Explosives Policy
http://www.uvm.edu/policies/general_html/firearms.pdf

- No-Trespass Operating Procedure
http://www.uvm.edu/policies/general_html/notrespass.pdf
- Laboratory Health and Safety Policy
<http://www.uvm.edu/policies/riskmgm/labsafety.pdf>

To promote **DIVERSITY AND INCLUSION**

- *Our Common Ground*
<http://www.uvm.edu/president/?Page=miscellaneous/commonground.html>
- Diversity Statement
<http://www.uvm.edu/trustees/policymanual/VIII%20B%20%20Diversity.pdf>
- Equal Employment Opportunity/Affirmative Action
Policy Statement
http://www.uvm.edu/policies/general_html/affirm.pdf
- Equal Opportunity in Educational Programs and Activities and Non-Harassment Policy
Statement
http://www.uvm.edu/policies/general_html/affirm.pdf
- Discrimination and Harassment
<http://www.uvm.edu/policies/student/studentharas.pdf>
- Disability Certification and Support
<http://www.uvm.edu/hrs/?Page=info/general/disabilitycertification.html&SM=info/infomenu.html>
- Nursing Mothers in the Workplace
<http://www.uvm.edu/policies/hr/nursingmothers.pdf>
- Bias Response Program
https://www.uvm.edu/deanofstudents/bias_response_program

To preserve **INTEGRITY:**

- Code of Conduct and Ethical Standards
http://www.uvm.edu/policies/general_html/businessconduct.pdf
- Conflict of Interest and Conflict of Commitment
http://www.uvm.edu/policies/general_html/conflictinterest.pdf
- Code of Student Rights and Responsibilities
<http://www.uvm.edu/policies/student/studentcode.pdf>

- Misconduct in Research and Other Scholarly Activities
<http://www.uvm.edu/policies/grants/researchmisconduct.pdf>
- Financial Conflicts of Interest in Sponsored Research
<http://www.uvm.edu/policies/grants/researchcoi.pdf>
- Amorous Relationships with Students
http://www.uvm.edu/policies/general_html/student_relation.pdf
- Amorous Relationships – Department of Athletics
http://www.uvm.edu/policies/general_html/amorous.pdf
- Computer, Communication and Network Technology Acceptable Use
<http://www.uvm.edu/policies/cit/compuse.pdf>
- Data Breach Notification
http://www.uvm.edu/policies/general_html/databreach.pdf
- Privacy
http://www.uvm.edu/policies/general_html/privacy.pdf

II. OTHER RESOURCES

If an employee believes that a member of the University community or a UVM-affiliated person is engaged in conduct that violates the intent of *Our Common Ground*, the following resources are available to facilitate resolution of those concerns.

A. CONFIDENTIAL COUNSELING

Various health-management services are administered under a contract with Invest EAP, a locally based, public/non-profit Vermont employee assistance program (EAP). Since 1986, Invest EAP has provided services for many Vermonters and currently serves over 140,000. For UVM, these services include free and confidential short-term counseling, and resources and referrals for a wide range of life challenges, from personal and family matters to workplace issues to legal and financial challenges.

<http://www.uvm.edu/hrs/?Page=healthy/wellness.html>

B. HELPLINE

The Ethics and Compliance Reporting and Help Line (the “Compliance Help Line”) allows individuals to make anonymous or confidential reports of, or ask questions about, suspected violations of law, University policy, or *Our Common Ground*. The report is made directly to a third-party vendor, Ethicspoint, which relays the report to the Chief Compliance Officer. Each report is immediately screened by trained administrators in the Offices of Compliance Services, General Counsel, Audit Services, as well as the Vice President for Executive Operations, to

ensure that the report is referred promptly to the appropriate office for action in view of its content.

<https://secure.ethicspoint.com/domain/media/en/gui/24544/index.html>

C. OMBUDSPERSON FOR NON-UNIONIZED FACULTY

The Faculty Senate maintains policies and procedures governing the role and responsibilities of the Faculty Ombudsperson. In general, Faculty Ombudsperson duties will include the following: (a) to assist faculty in determining the institutional channels most appropriate for the resolution of a complaint; (b) to assist faculty in seeking resolution of a complaint through normal institutional channels; (c) to facilitate the informal resolution of complaints through mediation; and (d) to advise faculty as to the information necessary to present a formal complaint to the Grievance Committee.

http://www.uvm.edu/faculty_senate/faculty_ombudsperson
<http://www.uvm.edu/~facsrcs/COMFacHandbookFINAL4Feb2016.pdf>

D. OFFICE OF AFFIRMATIVE ACTION AND EQUAL OPPORTUNITY (AAEO)

One of the roles of AAEO is to protect against bias, unfairness and other improper treatment by serving as a neutral, impartial dispute resolution resource by providing independent confidential, informal and formal assistance in the resolution of concerns and critical situations to all levels of the administration, staff, faculty and students.

<http://www.uvm.edu/~aaeo/>

E. ADDITIONAL UVM RESOURCES

Office of the Vice President for Human Resources, Diversity and Multicultural Affairs
<http://www.uvm.edu/~hrdma/?Page=vphrdma.html&SM=submenu4.html>

There are a number of offices that primarily serve UVM students, but which may have information helpful to staff and faculty as well. They include:

The Mosaic Center for Students of Color:
<https://www.uvm.edu/mcsc/>

Lesbian, Gay, Bisexual, Transgender, Questioning & Ally Center:
<http://www.uvm.edu/~lgbtqa/>

Women's Center:
<http://www.uvm.edu/~women/>

Office of International Education:
<http://www.uvm.edu/oie/>

Student Accessibility Services (SAS):

https://www.uvm.edu/academicsuccess/student_accessibility_services

Counseling & Psychiatry Services (CAPS):

<http://www.uvm.edu/~chwb/psych/>

Effective Date

Approved by the Board of Trustees on February 4, 2012.