

# Guidelines to Assure a Professional and Respectful Learning Environment

## University of Rochester Medical Center ICARE Values:

The University of Rochester Medical Center's (URMC) culture is steeped in its values – Integrity, Inclusion, Compassion, Accountability, Respect and Excellence (ICARE). These values apply to all members of the URMC community – faculty, students, staff – in all missions of the medical center: education, research, clinical care and community. A respectful and professional learning environment is an important reflection of our ICARE values.

## Learning Environment:

The URMC learning environment is committed to facilitating students' and trainees' acquisition of the professional and collegial attitudes necessary for effective, successful careers in research, teaching, and clinical care. The development and nurturing of these attitudes is enhanced and based on the presence of mutual respect among all members of our learning community. Characteristics of attitudes m: f our [14 T8n mollgofcerng \(en-US\)/MCID 9 BDC BT11 0 0 11 36 1019.4 Tm](#)(this mutual resOJdT1u /Span UElldiamutual resersattstim

Members of our learning community include all individuals educated in undergraduate, graduate, doctoral and post-doctoral programs at the University and the medical center as well as those learners from other institutions training at URMC. Faculty include all faculty, employed and volunteer, who participate in the education of learners and contribute to the learning environment. Staff include all employed staff or volunteers at the University of Rochester.

URMC expects and requires learners, faculty, and staff to conduct themselves in a professional and respectful manner while participating in any activity related to URMC. Inappropriate behavior that negatively impacts URMC's professional and respectful learning environment is prohibited. Inappropriate behavior includes but is not limited to: sexual harassment; any discrimination or harassment based on age, color, disability, domestic violence status, ethnicity, gender identity or expression, genetic information, marital status, military/veteran status, national origin, race, religion/creed, sex, sexual orientation, or any other status protected by law; humiliation; verbal, psychological or physical punishment; and/or the use of grading and other forms of assessment in a punitive manner. The intentional or unintentional occurrence of such behavior results in a disruption of the spirit of learning and a breach in the integrity and trust among, and between, learners, faculty, and staff.

All concerns or complaints regarding inappropriate behavior, either witnessed or experienced, should be reported to designated officers or offices in the School of Nursing or the School of Medicine and Dentistry's Undergraduate Medical Education, Graduate Medical Education, Graduate Education and Postdoctoral Affairs, or Eastman Institute of Oral Health, as indicated below or in program handbooks. Each area is charged with taking appropriate steps consistent with their program's processes and procedures to thoroughly review and address the reported concern.

## Expectations and Responsibilities for All Learners, Faculty and Staff:

- Non-discrimination and non-harassment: to treat others and be treated consistent with the institution's commitment to maintaining a workplace and academic environment free from unlawful discrimination and harassment.
- Collegiality: to cultivate and enjoy a welcoming environment in which to pursue research, clinical care, teaching and professional activities.
- Respect: to be valued as an important member of the URMC community and to treat all others with respect.
- Conflicts of interest: to receive appropriate instruction about conflicts of interest to avoid situations where learners and educators are unable to do their jobs with the appropriate level of impartiality.



	Sexual Misconduct and Discrimination Based on Sex	Harassment Based on Protected Group	Discrimination Based on Protected Group
<b>Definitions</b> (see policies for complete definitions)	Sexual misconduct can include sexual assault (rape, sexual battery, sexual coercion, or sexual violence), dating and domestic violence, stalking, and violence based on sex. Discrimination based on sex includes discrimination or harassment based on sex (including pregnancy), sexual orientation, gender identity or expression. Sexual harassment can include sexual misconduct, unwelcome sexual advances or requests for sexual favors, or other verbal or physical conduct of a sexual or sex-based nature.	Form of discrimination which involves (1) unwelcome verbal, written, physical, or electronic conduct, (2) intended to cause or which could reasonably be expected to cause an individual or group to feel intimidated, demeaned, abused, or fearful, or to have concern for their personal safety, (3) because of membership in a protected class. The conduct must be sufficiently severe or pervasive, and must objectively and subjectively unreasonably interfere with an individual's work or equal access to education or create an intimidating, hostile, or offensive work or academic environment.	Discrimination is (1) any conduct (2) that adversely affects or impacts an individual's or group's ability to function and participate as a member of the University community (3) because of their age, color, disability, domestic violence status, ethnicity, gender identity or expression, genetic information, marital status, military/veteran status, national origin, race, religion/creed, sex, sexual orientation, or any other status protected by law, or because of their perceived or actual affiliation or association with such individuals or groups.
<b>Examples</b> (see policies for additional examples)	Sexual harassment can include: <ul style="list-style-type: none"> <li>• unnecessary touching, patting, pinching or brushing</li> <li>• sexually degrading words or gestures</li> <li>• verbal sexual abuse or harassment</li> <li>• offensive sexual graffiti, pictures or cartoons</li> </ul>	Degrading and derogatory words, graffiti, pictures, jokes, epithets, statements, stereotyping verbal, visual or written messages	

	Sexual Misconduct and Discrimination Based on Sex	Harassment Based on Protected Group	Discrimination Based on Protected Group
Processes for Reporting	<p><b>Student</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Student Sexual Misconduct Policy (all students)</a></li> <li>• <a href="#">Sex-based Proxy Report</a></li> <li>• <a href="#">Policy 106 (if reporting faculty, staff, resident, postdoc)</a></li> </ul> <p><b>Faculty /Staff/Resident/Postdoc</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Policy 106</a></li> <li>• <a href="#">Sex-based Proxy Report</a></li> <li>• <a href="#">Human Resources Business Partner</a></li> <li>• Program specific dean's office (see links below)</li> </ul>	<p><b>Student</b></p> <ul style="list-style-type: none"> <li>• Center for Student Conflict Management</li> <li>• Care Network</li> <li>• <a href="#">Bias-Related Concern Report</a></li> <li>• <a href="#">Policy 106 (if reporting faculty, staff, resident, postdoc)</a></li> </ul> <p><b>Faculty /Staff/Staff/Resident/Postdoc</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Policy 106</a></li> <li>• <a href="#">Human Resources Business Partner</a></li> <li>• Program specific dean's office (see links below)</li> </ul>	
Institutional Resources	<p><b>Morgan Lev , JD</b>  Title IX Coordinator and Equal Opportunity Compliance Director  <a href="mailto:morgan.levy@rochester.edu">morgan.levy@rochester.edu</a>  585-275-7814</p> <p><b>L nnett VanSl ke</b>  University Intercessor and Director of Disability Compliance  <a href="mailto:l.vanslyke@rochester.edu">l.vanslyke@rochester.edu</a>  585-275-9125</p> <p><a href="#">University Resources &amp; Policies</a></p>	<p><b>L nnett Van Sl ke</b>  University Intercessor and Director of Disability Compliance  <a href="mailto:l.vanslyke@rochester.edu">l.vanslyke@rochester.edu</a>  585-275-9125</p> <hr/> <hr/>	