



OFFICE OF THE PRESIDENT
1111 Franklin Street, 11th Floor
Oakland, California 94607-5200

December 20, 2022

CHANCELLORS
ACADEMIC COUNCIL CHAIR COCHRAN
LABORATORY DIRECTOR WITHERELL
ANR VICE PRESIDENT HUMISTON

Re: Implementation of Presidential Policy on Abusive Conduct in the Workplace

Dear Colleagues:

On December 16, 2022, President Drake issued the new *Presidential Policy on Abusive Conduct in the Workplace*, which is effective January 1, 2023. The policy underscores the University's commitment to promoting and maintaining a healthy working and learning environment in which every individual is treated with respect.

The *Presidential Policy on Abusive Conduct in the Workplace* was developed at President Drake's request with support from the Regents of the University of California. Development of the policy began in early 2021 and involved subject matter experts from location Human Resources and Academic Personnel offices, Systemwide Human Resources, Academic Personnel and Programs, UC Legal, the Systemwide Title IX office, and Graduate, Undergraduate and Equity Affairs. The policy was distributed for systemwide review in October 2021 and again in May 2022.

In his issuance letter, President Drake emphasized the importance of a respectful work environment and asked locations to join him in committing to the prevention of abusive conduct in the University of California workplace. To support those efforts, Academic Personnel and Programs, Systemwide Employee Relations, and Risk & Safety Training will be providing implementation assistance and training materials to locations in January.

Academic Personnel and Programs has prepared a toolkit that includes a Complaint Analysis Form, Policy FAQs, and Guidance for Academic Leaders. Systemwide Employee Relations will hold additional training and discussion sessions with location Employee Relations offices. They will also be providing an intake and assessment form, resource guides for complainants and respondents, and best practice guidance.

A series of new training materials also has been developed and will be released in January. These include a required training for all employees, which must be completed in the UC Learning Center within 90 days of its release. In addition, we will provide materials about supervisor training, a video series, and a website with a repository of systemwide and location-specific resources.

We understand that locations are in the process of determining how this policy will be implemented locally. As stated in the policy, required timelines may be extended for good cause. If your location needs additional time to develop local processes and procedures, you may temporarily extend the required timelines described in the policy's procedures, with the understanding that implementation of this policy is a Presidential priority. If you extend the required timelines, and depending on the nature or severity of the complaint, we encourage you to put in place interim measures in accordance with local procedures while complaints are pending or under review.

We appreciate your support of this important new policy. As President Drake states, our commitment to preventing abusive conduct in the workplace is essential to the mission and future success of the University of California.

Sincerely,



Douglas Haynes
Vice Provost
Academic Personnel and Programs



Cheryl Lloyd
Vice President
Systemwide Human Resources

Enclosures:

1. December 16, 2022 Letter from President Drake *Re: Issuance of a New Presidential Policy on Abusive Conduct in the Workplace, Effective January 1, 2023*
2. Presidential Policy on Abusive Conduct in the Workplace

cc: President Drake

Provost and Executive Vice President Brown
Executive Vice Chancellors/Provosts
Executive Vice President and Chief Operating Officer Nava
Senior Vice President and Chief Compliance Officer Bustamante
Chief of Staff Kao
Vice President Maldonado
Vice President and Vice Provost Gullatt
Vice Provosts/Vice Chancellors for Academic Affairs/Personnel
Associate Vice President Matella
Associate Vice Provost Lee
Assistant Vice Provosts/Vice Chancellors/Directors - Academic Personnel
Chief Human Resources Officers
Deputy General Counsel Woodall
Academic Council Vice Chair Steintrager
Chief of Staff and Executive Director Henderson
Chief of Staff Levintov
Chief of Staff Peterson
Chief Policy Advisor McAuliffe

Executive Director Hairston
Executive Director Lin
Executive Director Silas
Managing Counsel Chin
Principal Counsel Elconin
Principal Counsel Sanchez
Director Anders
Director Roller
Director Sykes
Associate Director DiCaprio
Associate Director Fishel
Associate Director Nguyen
Associate Director Young
Associate Director Weston-Dawkes
Associate Director Woolston
Assistant Director LaBriola
Manager Donnelly
HR Manager Crosson
Policy Specialist Norris
Analyst Durrin
Analyst Wilson
Administrative Officer Babbitt
Policy Advisory Committee