



January 22, 2014

Dear Members of the UMMS Community:

Each year the Diversity and Equal Opportunity Office (DEOO) provides an annual notification of policies, procedures, and guidelines that are important to the UMMS community. DEOO has been designated by UMMS as having primary responsibility for ensuring that all who work and study at UMMS may do so in an environment that is safe, civil, respectful, humane, and free of all forms of discrimination and harassment. The following is a list of internal policies, procedures and guidelines that support the organization's commitment. These policies and procedures are the foundation for managing a diverse workforce and creating a culture of civility and respect. All members of the UMMS community have responsibility for complying with these University policies and procedures.

**Americans with Disabilities Act (ADA)** – UMMS is committed to providing reasonable accommodation(s) to qualified individuals with disabilities. The process for requesting workplace accommodations requires the completion of an Accommodation Request Form, as well as the submission of appropriate supporting medical documentation to the DEOO. In addition, should there be an unlikely emergency where an individual with a disability needs assistance with evacuation, they should complete an *Evacuation Form* and return it to the DEOO so that assistance will be provided.

**Appropriate Treatment of Students (ATS) Policy** – UMMS is committed to a supportive learning environment for students in all three graduate schools, residents, and post doctoral scholars. If a student believes s/he has been subjected to behavior that unreasonably interferes with the learning process or that compromises their dignity, there are several avenues to report a concern. The complaint procedure and a list of resource persons are available on the DEOO website.

**Civility Statement** – UMMS is a large diverse community committed to a civil, respectful and humane workplace. Our commitment to civility contributes to the recruitment and retention of top talent; as a result, we uphold the dignity of the individual in the following ways:

- conducting oneself with integrity, courtesy and respect toward fellow members of our community;
- holding individuals accountable for their actions; and
- promoting an environment where individuals feel safe and supported.

**Consensual Amorous Relationships (guidelines)** – UMMS strongly discourages consensual amorous relationships between supervisors and subordinates, and teachers and students, in which there is a direct line of reporting, indirect authority or the perceived authority of one individual over the other. It is strongly encouraged for the supervisor and the subordinate to consult with the DEOO.

**Discrimination Complaint Policy and Procedures** – UMMS prohibits harassment and discrimination on the basis of race, color, creed, religion, gender (including pregnancy, childbirth, or related medical conditions) age, sexual orientation, gender identity and expression, genetic information, national origin, covered veteran status, disability, ancestry or any other characteristic protected by law.

**Hostile Work or Learning Environment** – UMMS prohibits verbal or physical conduct that has the purpose or effect of unreasonably interfering with an individual's academic or work performance or creating an intimidating, hostile, or offensive environment.

**Sexual Harassment Complaint Policy and Procedures** – UMMS is committed to an environment that is free of all forms of sexual harassment including unwelcome physical advances, requests for sexual favors, verbal or written communications of a sexual nature, displays of or transmission of inappropriate emails, pornography or other images and/or behaviors in the workplace.

**Title IX Incident Policy and Procedures** – UMMS is committed to providing a safe learning environment for all its students. Sexual harassment of students, including sexual violence, interferes with students' rights to receive an education free from discrimination and, in the case of sexual violence, is a crime. UMMS will take action when it learns of an incident of sexual harassment and/or sexual violence, including eliminating the harassment and/or sexual violence, and addressing its effects. UMMS will provide a fair process for both the complainant and alleged perpetrator in claims of sexual harassment and sexual violence.

If an employee or student believes s/he has been subjected to discrimination, a hostile work or learning environment, sexual harassment or uncivil behavior, the individual should contact the DEOO to discuss appropriate resolution. UMMS **does not tolerate retaliation in any form**. Employees may obtain copies of the policies from the DEOO at the University campus, or in electronic form (<http://umassmed.edu/deoo/index.aspx>).

In addition to oversight of inclusion policies, the DEOO provides support to the Committee on Equal Opportunity and Diversity (CEOD) and the Women's Faculty Committee (WFC). The WFC promotes equity and inclusion of women faculty at UMMS. The CEOD is made up of students, staff and faculty throughout most UMMS locations. The WFC and the CEOD have subcommittees that help to advance UMMS diversity and inclusion goals. These diversity resource groups generate more ideas, make positive changes and help advance our institution. We are grateful for the work that is done through the CEOD, WFC and its subcommittees. I encourage you to become familiar with UMMS's diversity efforts by visiting our website (<http://umassmed.edu/deoo/index.aspx>).

I hope this information has been helpful in providing an understanding of the policies, procedures, and guidelines that fall under the purview of the DEOO. If you have any questions, please do not hesitate to contact us at 508-856-2179.

Regards,

**Marlene S. Tucker**

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Director

Diversity and Equal Opportunity Office

***Shaping Our Future Through Inclusion***