

## **A Plan to Promote Safe Environments at Conferences Supported by NIH Grants and Cooperative Agreements**

The University of California is committed to creating and maintaining a community dedicated to the advancement, application, and transmission of knowledge and creative endeavors through academic excellence, where all individuals who participate in University programs and activities can work and learn together in an atmosphere free of harassment, discrimination, or intimidation.

The University of California has policies that prohibit discrimination, harassment, and sexual harassment/sexual violence. These policies include the [University of California Policy on Discrimination, Harassment, and Affirmative Action in the Workplace](#) (“Nondiscrimination Policy”) and the [University of California Policy on Sexual Violence and Sexual Harassment](#) (“SVSH Policy”).

The Nondiscrimination Policy prohibits discrimination and harassment on the basis of race, color, national origin, religion, sex, gender, gender expression, gender identity, gender transition status, pregnancy, physical or mental disability, medical condition (cancer-related or genetic characteristics), genetic information (including family medical history), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services, including protected veterans. The SVSH Policy addresses sexual violence, sexual harassment, and retaliation (“Prohibited Conduct”). This Policy outlines the University’s responsibilities and procedures related to Prohibited Conduct in order to ensure an equitable and inclusive education and employment environment free of sexual violence and sexual harassment. Both policies apply to all University faculty, staff, students (undergraduates, graduates, and professional students), and third parties who participate in University programs and activities.

UCSF will respond promptly and effectively to reports of harassment, discrimination, and Prohibited Conduct and will take appropriate action to prevent, stop, and remedy conduct that violates the Policy.

### **Reporting Incidents of Harassment, Discrimination, or Prohibited Conduct**

In the event that a participant has a concern related to discrimination, harassment, sexual harassment, or sexual violence while attending an NIH-funded conference, that person may report an incident to the conference organizers, the UCSF [Office for the Prevention of Harassment and Discrimination](#) (“OPHD”), and/or the [Health and Human Services Office for Civil Rights](#) (“HSS OCR”).

- If a person reports an incident to a conference organizer, the conference organizer will immediately report the concern to OPHD, the UCSF office responsible for responding to reports of harassment, discrimination, sexual harassment, or sexual violence.
- Alternatively, a person can report an incident directly to OPHD by calling 415-502-3400 or submitting a report to [OPHD@ucsf.edu](mailto:OPHD@ucsf.edu). Someone from OPHD will respond promptly, in accordance with UC policies. For more information about OPHD, see: <https://ophd.ucsf.edu/>.
- If a person believes a crime may have occurred, that person should submit a report to the UCSF Police Department (“UCPD”) for incidents that occur on campus, or to the local law enforcement agency for incidents that occur off campus. In an emergency, dial 911 for assistance. UCPD can be reached at 415-476-1414 (for non-emergencies). For additional information about how to report a crime see: <https://police.ucsf.edu/report-crime>.
- In addition to reporting to conference organizers and/or OPHD, a person with questions, concerns or complaints related to harassment and discrimination may also make a report to the Health and Human Services Office for Civil Rights (“HSS OCR”). Information about how to file a

complaint with HHS OCR can be found at: <https://www.hhs.gov/civil-rights/filing-a-complaint/index.html>. Filing a complaint with the conference organizer, OPHD, or the police is not required before filing a complaint of harassment or discrimination with HHS OCR and seeking assistance from the conference organizer in no way prohibits filing complaints with HHS OCR. Notifications to NIH may be done anonymously. For more information visit the NIH [Find Help webpage](#).

Whether or not a person chooses to report an incident to conference organizers, OPHD, and/or law enforcement, free and confidential support is also available through the [UCSF CARE Office](#), which provides support to those who have experienced sexual harassment, sexual violence, other sexual misconduct, and racial harassment and discrimination. For non-urgent questions or appointments, call the CARE Office at 415 502-8802 or [CARE@ucsf.edu](mailto:CARE@ucsf.edu). Additional information about rights and confidential support resources for persons involved in incidents of sexual violence or relationship violence can be found in the [UCSF Rights, Options & Resources](#) guide, which includes information about local, community-based organizations with advocates available 24 hours a day.

### **Strategy to communicate safety plan to attendees**

Information contained in the Safety Plan will be available to attendees both on the conference website and as part of the conference materials provided to attendees at the time of the event, either digitally or in print form in the attendee information packet.

Any allegation that arises from an incident at an NIH-funded conference will be documented and addressed in accordance with the procedures described in the Safety Plan and shared with the conference organizers on a need-to-know basis. The campus Title IX Officer or designee will be available to consult with conference organizers about concerns specific to their event prior to and during the conference to ensure a safe respectful environment for all attendees and presenters.

Additionally, all NIH sponsored and/or supported conferences must be held at accessible sites, as outlined by section 504 of the Rehabilitation Act of 1973 and, as applicable, the Americans with Disabilities Act of 1990. Conference registration websites and registration materials should provide a questionnaire that will allow participants with disabilities to voluntarily identify any special needs, so that conference organizers can make plans to accommodate these needs.