Proposal for FASRP Language on Non-Retaliation and Workplace Conduct Expectations

To be added in FASRP, PART III, Article 5, Section B, 4.—Faculty: Complaints and Grievances

e. Faculty: Non-retaliation

Retaliation is prohibited against an individual who in good faith files a complaint or grievance or who provides information about alleged complaints or grievances. Retaliation is defined as adverse action taken against an individual in response to, motivated by, or in connection with an individual’s complaint of discrimination, discriminatory harassment, or complaint of workplace conduct violation; participation in an investigation of such a complaint; and/or opposition to discrimination, discriminatory harassment, or workplace conduct violation in the educational or workplace setting.

Knowingly filing a false complaint or grievance with the intention to injure another, or knowingly providing false information about an alleged complaint or grievance, is prohibited and may result in disciplinary action.

To be added in FASRP, PART III, Article 5, Section C, 4.—Academic Staff: Complaints and Grievances

e. Academic Staff: Non-retaliation

Retaliation is prohibited against an individual who in good faith files a complaint or grievance or who provides information about alleged complaints or grievances. Retaliation is defined as adverse action taken against an individual in response to, motivated by, or in connection with an individual’s complaint of discrimination, discriminatory harassment, or complaint of workplace conduct violation; participation in an investigation of such a complaint; and/or opposition to discrimination, discriminatory harassment, or workplace conduct violation in the educational or workplace setting.

Knowingly filing a false complaint or grievance with the intention to injure another, or knowingly providing false information about an alleged complaint or grievance, is prohibited and may result in disciplinary action.
To be added in FASRP, **PART III, Article 5, Section D—Joint Policies and Procedures**

10. Workplace Conduct Expectations

(based on UW System Administrative Policy 1292)

As described below, there are general expectations for conduct of UW System employees in the workplace. The following are general expectations for UW-Eau Claire employee conduct in the workplace:

a. **Be Fair and Respectful to Others**—Every UW System employee shall be courteous and respectful in interactions with students, other employees, members of the general public or any other individual when acting on behalf of the UW System. Other expectations in furtherance of this principle include but are not limited to:

1) Avoid all forms of harassment, abuse, illegal discrimination, threats, bullying, intimidation, or violence;
2) Provide equal access to programs, facilities, and employment;
3) Treat others with fairness and impartiality;
4) Refrain from verbal, non-verbal, and physical behaviors that create a hostile work environment;
5) Avoid micro aggressions (verbal, behavioral or environmental indignities, whether intentional or unintentional, that communicate hostile, derogatory, or negative attitudes toward stigmatized or culturally marginalized groups);
6) Use inclusive language;
7) Avoid reproducing socially oppressive power dynamics;
8) Promote conflict resolution.

NOTE: Wis. Admin. Code § UWS 18.10 defines specific offenses against public safety and UWS 18.11 defines offenses against public peace and order.

b. **Protect and Preserve UW System Resources**—Employees shall responsibly use and care for UW System property. UW System property, services, resources, or information shall not be used for personal gain. Other expectations in furtherance of this principle include but are not limited to:

1) Use UW System property, equipment, finances, materials, information technology, electronic and other systems and other resources for legitimate UW System purposes (See Regent Policy Document 25-3, Use of University Information Technology Resources);
2) Advance sustainability, including the sustainable use of natural resources for future students, faculty, and staff.

NOTE: UWS 18.12 defines property offenses and UWS 18.08 further defines personal conduct prohibitions.

c. **Act Ethically and with Integrity**—All UW System employees shall act according to the highest ethical and professional standards of conduct (See Regent Policy Document 20-
UW System employees are expected to, among other things:

1) Be personally accountable for individual actions;
2) Fulfill obligations owed to students, clients, and colleagues;
3) Conscientiously meet UW System responsibilities;
4) Act in a trustworthy, reliable, and dependable manner;
5) Strive to be an active bystander by taking steps to promote the health and safety of all persons;
6) Strive to understand unconscious bias and to counteract its potential negative effects;
7) Foster respect, understanding, and empathy for one another.

Contribute to a Healthy and Safe Workplace – The UW System strives to promote health and safety in the workplace. It is the responsibility of all to ensure a safe, secure, and healthy environment for all. General expectations in this regard include but are not limited to:

1) Dangerous weapons are not allowed on any UW System property;
2) Illegal drugs are not allowed on any UW System property;
3) The use of alcohol is limited to those areas on UW System property where allowed by law;
4) Any individual acting in any capacity on behalf of the UW System shall not do so while under the influence of alcohol or illegal drugs.

NOTE: UWS 18.09 defines alcohol and drug prohibitions, UWS 18.10 defines offenses against public safety, UWS 18.11 defines offenses against public peace and order, and UWS 18.15 defines additional statutory penalty provisions regulating conduct on university lands.

Promote a Culture of Compliance – The UW System is committed to meeting legal requirements and to fostering ethical and lawful conduct. Expectations for UW System employees include:

1) Learn and follow all applicable laws, regulations and UW System policies and procedures;
2) Protect the security, integrity and confidentiality of university information and records where appropriate and required by law;
3) Be proactive to prevent and detect any compliance violations;
4) Report suspected violations;
5) Refrain from engaging in retaliation (defined in RPD 14-6) against any person who in good faith reports any suspected violation of university policy;
6) Refrain from knowingly filing a false complaint, grievance, or report with the intention to injure another person.
f. **Manage Responsibly.** The University entrusts community members who supervise or instruct employees or students with significant responsibility. Managers, supervisors, instructors, and advisors are expected to:

1) ensure access to and delivery of proper training and guidance on applicable workplace and educational rules, policies, and procedures, including this Code of Conduct;
2) take steps to ensure compliance with applicable laws, policies, and workplace rules;
3) review performance conscientiously and impartially, without bias or prejudice;
4) foster intellectual growth, mentoring, and professional development; and
5) promote a healthy, innovative, inclusive, and productive atmosphere that encourages dialogue and is responsive to concerns.

g. **Preserve Academic Freedom and Meet Academic Responsibilities.** Academic freedom is essential to achieving the University’s mission. Community members are expected to:

1) promote academic freedom, including the freedom to discuss all relevant matters in the classroom, to explore all avenues of scholarship, research, and creative expression, and to speak or write as a public citizen without institutional restraint or discipline; and
2) meet academic responsibilities: to seek and state the truth as they see it; to develop and maintain their scholarly competence; to foster and defend intellectual honesty and freedom of inquiry and instruction; to respect those with differing views; to submit their knowledge and claims to peer review; to work together to foster the education of students; and to acknowledge when they are not speaking for the institution.