

**Fay W. Boozman College of Public Health
University of Arkansas for Medical Sciences
CIVILITY POLICY**

Background

The Fay W. Boozman College of Public Health (COPH) at the University of Arkansas for Medical Sciences (UAMS) is committed to operating in a manner that promotes mutual trust and public confidence. All members of the COPH community are responsible for sustaining the core values of this institution which includes integrity, respect, diversity, teamwork, creativity, and excellence and for integrating these values into teaching, research, community engagement, business practices, and other services. Ethical, appropriate and respectful conduct at all times is a fundamental expectation for every COPH community member.

All members of the COPH community, including faculty, staff, volunteers, students and trainees are expected to adhere to the COPH Civility Policy. This policy is intended to coordinate with, but not supplant or replace, existing UAMS policies and procedures.

Respect is the Cornerstone of the COPH Civility Policy

The COPH Civility Policy has been developed to help create a climate of respect, tolerance and fairness, and is in keeping with the highest ethical and professional standards. Demonstrating civility in our daily decisions, behavior and interactions is critical to the COPH's continued success and will provide a supportive environment in which we can all work, study and thrive.

Members of the COPH community commit to the following policy:

Treat Individuals with Respect

COPH is an institution dedicated to tolerance, diversity, and respect for differences. Central to that commitment is the principle of treating each COPH community member, and those we serve, with respect. COPH community members are expected to:

- Be respectful, fair, and civil to all without regard to their rank/position, age, race, religion, gender, sexual orientation, gender identity, disability, national origin, political party, affiliation and/or beliefs;
- Be respectful of and value diversity of opinion and contributions of others;
- Avoid all forms of harassment, discrimination, threats, or violence;
- Provide equal opportunity for access to programs, facilities, and employment;
- Avoid abusive, provocative or profane language; and

- Promote conflict resolution

Persons experiencing or observing a breach in the COPH Civility Policy are encouraged to take appropriate steps. (e.g., speaking with the offending party if possible or reporting the incident to the appropriate supervisory person(s)). Details are provided below under the Code of Conduct in Regard to Civility. Failure to adhere to the COPH Civility Policy may result in disciplinary action.

UAMS Code of Conduct in Regard to Civility

The following general statements about expectations for behavior, adapted from the UAMS Basic Code of Professional Conduct for employees (in section titled Standards of Behavior for All Employees), apply to all COPH community members:

- All COPH community members treat each other, community partners and all visitors and patients on the UAMS campus with respect, courtesy, civility and fairness, encouraging and modeling language, appearance, and demeanor appropriate to the UAMS professional setting.
- In all interactions, COPH community members act without bias based on race, gender, gender identity, gender expression, sexual orientation, color, national origin, religion, physical appearance, age, marital status, ethnic origin, disability, rank/status, political affiliation, and veteran status.
- COPH community members are collegial and cooperative with everyone in the UAMS community and work as team members; actively support diversity, inclusion and equity; ensure that their words, conduct and job performance contribute positively to the work environment and collective mission of the COPH and UAMS as a whole; and give credit to others when it is due, demonstrating honesty about the contributions of others.
- COPH community members engage in self-reflection, take responsibility for their actions, and accept reasonable feedback without defensiveness or resistance.
- COPH community members respond in a timely manner to emails, phone calls and other types of communication.
- COPH community members take on duties and assigned tasks willingly, completing them in a timely manner.
- COPH community members respect the privacy and personal boundaries of others, including but not limited to refraining from unwanted romantic or sexual overtures, protecting personal information and the property of others, and respecting individual workspace.

Unacceptable Behaviors

Unacceptable behaviors include, but are not limited to those listed below. The list, which is from the UAMS Basic Code of Conduct for employees (under Unacceptable Conduct

that May be Cause for Disciplinary or Corrective Action), applies to all COPH community members:

- Verbal or written gossip and backbiting carried out with a callous disregard for, or intent to undermine or damage, the reputation of another.
- Disrespectful treatment of others, including dismissive, intimidating, abusive, or violent behavior; verbal outbursts, inappropriate, profane, provocative, or forceful language; physical or verbal threats; sarcastic or condescending speech.
- Demonstrating a repeated pattern of failing to respond orally or to emails, phone calls, or pages, or engaging in other forms of passive non-cooperation.
- Being under the influence of alcohol or an illegal substance while at the COPH.
- Other conduct that interferes with activities at a COPH office or classroom or that creates an unsafe, unsightly, unsanitary, or hostile environment.

The UAMS Basic Code of Professional Conduct for employees, from which the above standards are adapted, may be accessed [here]. It includes additional standards that apply to employees; core values and scholarly guidelines specific to faculty conduct; and additional types of unacceptable conduct that apply to faculty and may be cause for disciplinary or corrective action.

Addressing Alleged Violations of the Code of Conduct

In many instances, concerns may be expressed by directly communicating with the person whose behavior has negatively affected others. If this does not resolve the matter, or is not a reasonable option, anyone (including faculty, staff, students, trainees, community partners, volunteers or visitors) may report concerns to an appropriate party within the COPH:

- A COPH community member (faculty member, staff member, student, trainee, community partner or volunteer), who has observed or experienced behavior on the part of faculty or staff deemed to be a violation of the code, is advised to report it to a trusted COPH faculty, staff or administrator, ideally the person's direct supervisor. The full description of the process for reporting alleged violations by employees is in the UAMS Basic Code of Professional Conduct for employees.
- A COPH community member who has observed or experienced behavior on the part of a student deemed to be a violation of the code is advised to report it to the Assistant Dean for Student Affairs or other trusted member of the COPH faculty, staff, or administration.

Failure to adhere to the COPH Civility Policy may result in disciplinary action.