

---

## **UCLA Policy 630: Sexual Harassment**

---

Issuing Officer: Assistant Vice Chancellor, Campus Human Resources  
Responsible Dept: Campus Human Resources  
Effective Date: July 1, 1998  
Supersedes: UCLA Policy 630, dated 11/1/94

---

- I. REFERENCES**
- II. STATEMENT**
- III. DEFINITION**
- IV. PROCEDURES**
- V. STANDARDS OF CONDUCT**

### **I. REFERENCES**

1. University of California Policy on Sexual Harassment and Complaint Resolution Procedures, 4/23/92 (copies available upon request from Campus or Medical Center Human Resources);
2. UCLA Procedure 630.1, Sexual Harassment Complaint Resolution.

### **II. STATEMENT**

The University of California is committed to creating and maintaining a community in which all persons who participate in University programs and activities can work together in an atmosphere free of all forms of harassment, exploitation, or intimidation, including sexual. The University will not tolerate sexual harassment. This behavior is prohibited both by the law and by University policy. The University will take whatever action is necessary to prevent and correct such behavior and, if appropriate, discipline persons whose behavior violates this policy.

### **III. DEFINITION**

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- A. Submission to such conduct is made either explicitly or implicitly a term or condition of instruction, employment, or participation in other University activity;
- B. Submission to or rejection of such conduct by an individual is used as a basis for evaluation in making academic or personnel decisions affecting an individual; or
- C. Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive University environment.

In determining whether the alleged conduct constitutes sexual harassment, consideration shall be given to the record of the incident as a whole and to the totality of the circumstances, including the context in which the alleged incidents occurred.

### **IV. PROCEDURES**

A campus complaint resolution procedure to accommodate the special nature of sexual harassment complaints is further described in UCLA Procedure 630.1.

## V. STANDARDS OF CONDUCT

The following UCOP policies are applicable to sexual harassment complaints:

- A. The Faculty Code of Conduct, as adopted by the Academic Senate, outlines ethical and professional standards which University faculty are expected to observe. It also identifies various forms of unacceptable behavior which are applicable in cases of sexual harassment and outlines sanctions and disciplinary procedures. Because the forms of unacceptable behavior listed in the Faculty Code of Conduct are interpreted to apply to sexual harassment, a violation of the University policy on sexual harassment constitutes a violation of the Faculty Code of Conduct.
- B. Applicable academic personnel policies and procedures are contained in the following sections of the Academic Personnel Manual: 015 - Conduct and Discipline; 035 - Affirmative Action and Non-discrimination; and 140 - Grievances.
- C. Policies applying to other academic appointees include existing provisions of academic personnel policy or memoranda of understanding which prohibit conduct which violates law and University policy with respect to sexual harassment.
- D. Policies Applying to Campus Activities, Organizations, and Students set forth in Section 100.00 the types of student misconduct that are subject to discipline and the types of disciplinary actions that may be imposed for violation of University policies or campus regulations. A violation of the University policy on sexual harassment is interpreted as a violation of those policies. Section 160.00 includes the University of California Policy on Sexual Harassment and Complaint Resolution Procedures.
- E. Applicable policies and procedures contained in the UCLA Student Code of Conduct.
- F. Existing provisions of Staff Personnel Policy or memoranda of understanding prohibiting conduct which violates law and University policy, including the University policy on sexual harassment, and provide for disciplinary action for inappropriate conduct.
- G. The applicable Personnel Policies for the Executive Management Program, the Management and Professional Program, and Administrative and Professional Staff Program.

**Issuing Officer**

**/s/ Ruie Arnett**

---

**Assistant Vice Chancellor, Campus Human Resources**

---

**Questions concerning this policy or procedure should be referred to the Responsible Department listed at the top of this document.**

---