

HUCK-AD-P004: Human Resource Policy and Guidelines



PennState
Huck Institutes of
the Life Sciences



On this page:

- [1.0 Overview](#)
- [3.0 Scope](#)
- [4.0 Policy](#)
 - [4.1 Philosophy](#)
 - [4.2 Penn State Discrimination, Harassment, Sexual Harassment and Related Inappropriate Conduct](#)
 - [4.3 Penn State Statement on Intolerance](#)
 - [4.4 Penn State Affirmative Action in Employment](#)
 - [4.5 Penn State Disclosure of Wrongful Conduct and Protection From Retaliation](#)
 - [4.6 Code of Mutual Respect and Cooperation](#)
- [5.0 Reporting](#)
 - [5.1 AD 85, AD 29 or HR 11](#)
 - [5.2 Ethical Concerns or Violations](#)
 - [5.3 Crime or Emergency Situation](#)
 - [5.4 Child abuse, including child sexual abuse](#)
 - [5.5 Behavioral threat](#)
 - [5.6 Research- related](#)
 - [5.7 Code of Mutual Respect and Cooperation](#)
- [6.0 Enforcement](#)

1.0 Overview

The Huck Institutes of the Life Science's goal is to support collaborative interdisciplinary research across multiple Colleges and Departments. The Huck Institutes are very proud that we have more than 100 faculty members, 260+ graduate students and over 50 staff members promoting and supporting the inter-disciplinary in multiple colleges and departments across the University undertaking excellent and often interdisciplinary research.

2.0 Purpose

The Purpose of this policy is to ensure that all faculty, staff, and students affiliated with Huck Institutes conduct themselves in a professional manner and that they follow a Code of Mutual Respect and Cooperation. Huck believes in promoting a cooperative environment where everyone is treated equally and with respect without prejudice toward their University position.

This policy is to ensure that all resources are clearly communicated to faculty, staff and students for reporting minor/non-consequential conduct, Ethical, and Affirmative Action issues.

3.0 Scope

This policy applies to any person who is affiliated with the Huck Institutes of the Life Sciences, including those that receive assistance, either through financial or spatial arrangements, participants in Institutes, Centers, or Graduate Programs This policy augments the following Penn State University policies as well as additional applicable policies:

- [HR01 – Fair Employment Practices](#)
- [AD29 – Statement on Intolerance](#)
- [HR11 – Affirmative Action in Employment at the Pennsylvania State University](#)
- [AD67 – Disclosure of Wrongful Conduct and Protection From Retaliation](#)
- [HR76 – Faculty Rights and Responsibilities](#)
- [HR79 – Staff Grievance Procedure](#)
- [AD85 – Discrimination, Harassment, Sexual Harassment and Related Inappropriate Conduct](#)

4.0 Policy

4.1 Philosophy

University Human Resource policies ensure that all employees are treated fairly and within the regulations of Federal and State laws. In addition, the Huck Institutes of the Life Sciences will not tolerate any faculty, staff member or student who is found to have violated a University policy or the Huck Code of Conduct. Our goal is to promote a collaborative work environment that facilitates mutual respect among all participants.

4.2 Penn State Discrimination, Harassment, Sexual Harassment and Related Inappropriate Conduct

Penn State Policy - AD85 Discrimination, harassment, sexual harassment, and related inappropriate conduct

The University is committed to equal access to programs, facilities, admission, and employment for all persons. It is the policy of the University to maintain an environment free of harassment and free of discrimination against any person because of age, race, color, ancestry, national origin, religion, creed, service in the uniformed services (as defined in state and federal law), veteran status, sex, sexual orientation, marital or family status, pregnancy, pregnancy-related conditions, physical or mental disability, gender, perceived gender, gender identity, genetic information or political ideas. Discriminatory conduct and harassment, as well as sexual misconduct and relationship violence, violates the dignity of individuals, impedes the realization of the University's educational mission, and will not be tolerated. This policy shall not be construed to restrict academic freedom at the University, nor shall it be to restrict constitutionally protected expression. For complete details of the policy, please reference: <http://guru.psu.edu/policies/AD85.html>

4.3 Penn State Statement on Intolerance

Penn State policy AD29 Statement on Intolerance

The University is committed to creating an educational environment which is free from intolerance directed toward individuals or groups and strives to create and maintain an environment that fosters respect for others. As an educational institution, the University has a mandate to address problems of a society deeply ingrained with bias and prejudice. Toward that end, the University provides educational programs and activities to create an environment in which diversity and understanding of other cultures are valued. Acts of intolerance violate the principles upon which American society is built and serve to destroy the fabric of the society we share. Such actions not only do untold and unjust harm to the dignity, safety and well-being of those who experience this pernicious kind of discrimination but also threaten the reputation of the University and impede the realization of the University's educational mission. Co-hire Policy: HUCK--AD--A003 Page 5 of 9 An act of intolerance refers to conduct that is in violation of a University policy, rule or regulation and is motivated by discriminatory bias against or hatred toward other individuals or groups based on characteristics such as age, ancestry, color, disability or handicap, genetic information, national origin, political belief, race, religious creed, sex, sexual orientation gender identity or veteran status. For complete details of the policy, please reference: <http://guru.psu.edu/policies/AD29.html>

4.4 Penn State Affirmative Action in Employment

Penn State Policy - HR11 Affirmative Action

It is the policy of The Pennsylvania State University to provide equal opportunity in all terms and conditions of employment, for all persons, as described in the University's Affirmative Action Plan and HR01. The intent of this policy is to prohibit discrimination (including sexual harassment) and to promote the full realization of equal employment opportunity through a continuing affirmative program in each administrative unit outlined in the Plan. This policy of equal opportunity applies to, and must be an integral part of, every aspect of personnel policy and practice in the employment, development, advancement, and treatment of employees and applicants for employment at the University. For complete details of the policy, please reference: <http://guru.psu.edu/policies/OHR/hr11.html>

4.5 Penn State Disclosure of Wrongful Conduct and Protection From Retaliation

Penn State Policy - AD 67 Disclosure of Wrongful Conduct and Protection From Retaliation

It is the policy of the University to encourage and enable any member of the University faculty, staff, or student body to make Good Faith Reports of suspected Wrongful Conduct, and to protect such individuals from Retaliation for making such reports to the University or an Appropriate Authority, participating in any investigation, hearing, or inquiry by the University or an Appropriate Authority or participating in a court proceeding relating to an allegation of suspected Wrongful Conduct at the University. DEFINITIONS: For purposes of this policy, the following definitions shall apply: "Good Faith Report" means any report, communication, or other disclosure about actual or suspected Wrongful Conduct engaged in by a member of the University faculty, staff, or student body, which is made with a good faith reason to believe that Wrongful Conduct has occurred. "Wrongful Conduct" includes a violation of University policy (including guidelines and codes of ethics or conduct which are available on GURU, or as hot links through a policy contained within GURU); a violation of a federal, state, and/or local law, rule, regulation, or ordinance; and the substantive use of University tangible and intangible assets, equipment, supplies and services for personal gain or for another purpose not authorized by the University. "Appropriate Authority" means a federal, state, or local government body, agency, or organization having jurisdiction over criminal law enforcement, regulatory violations, professional conduct or ethics, or waste; or a member, officer, agent, representative or supervisory employee of the body, agency, or Co-hire Policy: HUCK--AD--A003 Page 6 of 9 organization. "Retaliation" means any adverse action taken by a member of the University faculty, staff, or student body against any individual on the basis of a Good Faith Report made by such individual, or on the basis of such individual's participation in an investigation, hearing, or inquiry by the University or an Appropriate Authority, or participation in a court proceeding relating to suspected Wrongful Conduct at the University. Retaliation shall include, but not be limited to, harassment, discrimination, threats of physical harm, job termination, punitive work schedule or research assignments, decrease in pay or responsibilities, or negative impact on academic progress. For complete details of the policy, please reference: <http://guru.psu.edu/policies/AD67.html>

4.6 Code of Mutual Respect and Cooperation

The Huck Institutes of the Life Sciences guidelines outline the core values and expectations of Huck affiliated faculty, staff and students. These guidelines are established to promote a professional and respectful work environment, to encourage communication, teamwork, and positive attitude, and discourage disrespectful treatment either through arrogance, condescending or destructive communication and behavior.

5.0 Reporting

Each Policy has official reporting requirements that direct Faculty, Staff and Students to the appropriate venue. Please consult each Penn State Policy and Guideline for appropriate reporting requirements.

5.1 AD 85, AD 29 or HR 11

Concerns about conduct by a student or student group that may violate this policy may be reported to: Danny Shaha, Senior Director, Office of Student Conduct and Deputy Title IX Coordinator 120 Boucke Building, University Park, PA 16802 Phone: (814) 863--0342 Email:jds49@psu.edu Concerns about conduct by an employee or third--party that may violate this policy, should be reported to the Affirmative Action Office / Title IX Coordinator at: Dr. Kenneth Lehrman III, Vice Provost for Affirmative Action and Title IX Coordinator 328 Boucke Building, University Park, PA 16802 Phone: (814) 863--0471 Email:kfl2@psu.edu Co--hire Policy: HUCK--AD--A003 Page 7 of 9 Concerns about conduct by a student or student group may also be reported to the Title IX Coordinator in addition to or in lieu of contacting the Deputy Title IX Coordinator.

5.2 Ethical Concerns or Violations

- University employees and students can report issues and/or ask questions via phone at 1--800--560--1637 or online. •
- All reports can be anonymous so you can help maintain an ethical workplace and University without fear of retaliation. We have made a commitment to ethical behavior and are asking you to do the same. If you witness questionable activity in the workplace, report it.
- All reports to the hotline can be anonymous.
- An independent third party, Compliance Concepts, Inc., administers the hotline on behalf of Penn State.
- The operators answering the calls are available 24 hours a day, seven days a week and are trained in making callers feel at ease and gathering information that will enable the University to fully investigate the issues raised.
- The hotline system allows an individual to follow up, either by telephone or the Internet, and determine what actions have been taken due to complaints. They can be accessed by using passwords related to the specific complaint.
- When something is reported, it is forwarded to our office where the concerns are investigated or sent on to another appropriate Penn State department for investigation.

5.3 Crime or Emergency Situation

Contact Campus police or security office or in an emergency, dial 911.

5.4 Child abuse, including child sexual abuse

Contact the Pennsylvania Child Welfare Services "ChildLine" at 800-932-0313 <https://www.compass.state.pa.us/cwis> · If the child is in immediate danger, dial 911 first · You must also email AD72@psu.edu, communicating that a report has been made. For more information on AD72, see <https://guru.psu.edu/policies/AD72.html>

5.5 Behavioral threat

Contact the Behavioral Threat Management Team at 855-863-BTMT (2868), 814--863-BTMT (2868), reportBTMT@psu.edu or <http://btmt.psu.edu/>

5.6 Research-related

Contact the Office for Research Protections at 814--865--1775 o RProtections@psu.edu

5.7 Code of Mutual Respect and Cooperation

If you want to report a situation or an event that is not listed above, please contact Huck leadership or administrative staff

6.0 Enforcement

Any faculty, staff or student found to have violated Penn State policies may be subject to disciplinary action by their Administrative unit, the College, or the University.

Any faculty, staff, or student that violates the Code of Mutual Respect and Cooperation will be notified after a thorough review of the violation by Huck Executive Team. In the event an individual has repeatedly violated a rule set out by the Code of Conduct, the Administrative Unit of the individual will be notified. If escalation of the violations occurs or the events violate Penn State policy, then the appropriate authorities will be notified and may result in the immediate reduction of financial or spatial support.

Visit the Huck Institutes of the Life Sciences on the web at <http://www.huck.psu.edu>.

This publication is available in alternative media on request.

The Pennsylvania State University is committed to the policy that all persons shall have equal access to programs, facilities, admission, and employment without regard to personal characteristics not related to ability, performance, or qualifications as determined by University policy or by state or federal authorities. It is the policy of the University to maintain an academic and work environment free of discrimination, including harassment. The Pennsylvania State University prohibits discrimination and harassment against any person because of age, ancestry, color, disability or handicap, national origin, race, religious creed, sex, sexual orientation, gender identity, or veteran status and retaliation due to the reporting of discrimination or harassment. Discrimination, harassment, or retaliation against faculty, staff, or students will not be tolerated at The Pennsylvania State University. Direct all inquiries regarding the nondiscrimination policy to the Affirmative Action Director, The Pennsylvania State University, 328 Boucke Building, University Park, PA 16802-5901; Tel 814-863-0471/TTY.