



OFFICE OF THE
PRESIDENT

UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES
F. EDWARD HEBERT SCHOOL OF MEDICINE
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December 27, 2007

MEMORANDUM FOR ALL FACULTY AND STAFF

SUBJECT: USUHS Equal Employment Opportunity Policy

The success of our mission depends upon providing a work environment for every employee that encourages opportunities for personal and career growth within the Uniformed Services University of the Health Sciences (USUHS). As such our work force should be reflective of the talented and diverse population across our Nation.

Equal employment opportunity is for all employees and applicants for employment, regardless of their race, religion, color, sex national origin, age or disability. All employees will have the freedom to compete on a fair and level playing field with equal opportunity for competition.

Equal employment covers all personnel/employment programs, management practices and decision including, but not limited to, recruitment/hiring, merit promotion, transfer, reassignments, training and career development, benefits, and separation. Therefore, it is the responsibility of managers and supervisors to ensure that all employees enjoy the basic right to carry out their jobs without discrimination or harassment.

Workplace harassment or discrimination by any USUHS employee is viewed as unacceptable and will not be tolerated, allegations of harassment will be immediately investigated, and, where allegations are substantiated appropriate action will be taken. Any employee who feels he/she has been discriminated against based upon their race, color, religion, sex, national origin, age, disability, or participation in an EEO activity should contact the Equal Employment Opportunity Office, Room G056, (301) 295-3032.

An overall commitment to equal opportunity is an integral part of leadership and a responsibility to be shared by all employees. Because people are our most valuable resource, it is important that we work together to ensure that individual initiatives and contributions are recognized and rewarded.

Charles L. Rice, M.D.
President



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November 29, 2006

MEMORANDUM FOR ALL FACULTY AND STAFF

SUBJECT: President's Statement on Prevention of Sexual Harassment

It is the policy of the United States government and the Uniformed Services University of the Health Sciences that sexual harassment will not be tolerated. Sexual harassment is a form of discrimination involving unwelcome, or repeated sexual advances, or requests for sexual favors and other verbal or physical conduct of a sexual nature. Its presence would degrade the effectiveness of working relationships throughout the University community.

I expect all managers, faculty, student and staff (both military and civilian) to understand the nature of sexual harassment and, if necessary, to take immediate and effective action to eliminate it.

Sexual behavior becomes sexual harassment when: advances, favors or other conduct of a sexual nature are made a term or condition of a person's job, pay or career, whether explicit or implicit; the conduct is used as a basis for career and employment decisions affecting that person; and the conduct interferes with an individual's performance or learning or creates an intimidating, hostile or offensive working environment.

Any USUHS manager or faculty member who uses, or tolerates the use by subordinates of, sexual behavior to control, influence or affect the career, pay, job or performance of an employee is engaging in sexual harassment. Similarly, any USUHS manager, faculty member, employee or student who makes deliberate or repeated unwelcome verbal comments, gestures or physical contact of a sexual nature is engaging in sexual harassment.

University members who think they have been sexually harassed by anyone at USUHS should: (1) make it clear that such behavior is offensive at the time the behavior occurs; and (2) should know that they have my full support and should not be afraid of repercussions for reporting such behavior. Anyone can present a complaint to any member in their supervisory chain, or to the equal employment manager, Patricia Burke, in Room G056, 295-3032.

Charles L. Rice, M.D.
President