



ANTI-HARRASSMENT & MISTREATMENT

I. **Policy Statement**

California Northstate University College of Medicine (CNUCOM) is committed to assuring a safe and supportive learning environment that reflects the institution's values of professionalism, respect for individual rights, appreciation of diversity, altruism, compassion, and integrity. The policy is to ensure that the learning environment is free from public humiliation, exploitation, discrimination, sexual or other forms of harassment, physical harm and threats so that students can learn in a supportive environment that promotes learner well-being. Mistreatment of any CNUCOM community members (students, faculty, staff, administrators, or community collaborators) will not be tolerated. This policy will be published in the Student and Faculty Handbooks and will be available online. This policy will be provided to all students (new and continuing), all new residents and faculty, and on an annual basis with all current instructors (e.g. residents, faculty, staff, nurses, administrators).

II. **Purpose**

- a. To define mistreatment and provide examples of behavior that represent mistreatment that are prohibited.
- b. To outline expectations of behaviors that promote a positive learning environment for CNUCOM medical students and other learners.
- c. To identify procedures to report allegations and incidents of mistreatment in a safe and effective manner.

III. **Scope/Coverage**

All students, staff, faculty, and administrators, at California Northstate University (CNU). The CNU employee handbook provides additional information regarding the protections of CNU employees from harassment, discrimination, and retaliation.

IV. **Policy Procedure & Definitions**

a. **Definition of Student Mistreatment**

- i. Mistreatment, either intentional or unintentional, occurs when behavior shows disrespect for the dignity of others and unreasonably interferes with the learning process.

b. Examples of Mistreatment

- i. COM community members should use this Policy to address discriminatory, unfair, arbitrary, or capricious treatment by other COM community members. When assessing behavior that might represent mistreatment, individuals are expected to consider the conditions, circumstances, and environment surrounding such behavior. Examples of discriminatory, unfair, arbitrary or capricious treatment include, but are not limited to:
 1. Public belittlement or humiliation; verbal abuse (for example, speaking to or about a person in an intimidating or bullying manner).
 2. Physical harm or the threat of physical harm; requests to perform personal services; being subject to offensive sexist remarks, or being subjected to unwanted sexual advances (verbal, written, or physical)
 3. Retaliation or threats of retaliation.
 4. Discrimination, harassment, offensive remarks, or name calling based on race, religion, ethnicity, sex, age, gender identity, sexual orientation.
 5. The use of grading or other forms of assessment in a punitive or discriminatory manner.
 6. Bullying, intimidating or coercive behavior.
 7. Intentionally singling out a person for arbitrary treatment that could be perceived as punitive rather than corrective.
 8. Unwarranted exclusion from reasonable learning opportunities.
 9. Assignment of duties as punishment rather than education.
 10. Pressuring students to exceed established restrictions on work hours.
 11. Exploitation of any manner, e.g. performing personal services.
 12. Directing students to perform an unreasonable number of non-educational “routine hospital procedures” (i.e. “scut” work) on patients not assigned to them or where performing them interferes with a student’s attendance at educational activities, e.g. rounds, teaching sessions, lectures, etc.
 13. Pressuring a student to perform medical procedures for which the student is insufficiently trained, thus placing a student in a role that compromises patient care.
 14. Being asked to exchange sexual favors for grades or other rewards.

15. Denial of opportunities for training or rewards based on gender or gender identification.
16. Violations of the CNU Anti-Discrimination Statement: “California Northstate University College of Medicine (CNUCOM) is committed to cultivating a diverse community that recognizes and values inherent worth in individuals, fosters mutual respect, and encourages individual growth. The College believes that diversity enhances and enriches the quality of our academic program. CNUCOM provides equal opportunity in education and employment and does not discriminate on the basis of race, color, creed, religion, national origin, ethnicity, age, sexual orientation, gender identity, political affiliation, veteran status, or disability.”

c. Mechanisms for Medical Students to Report Mistreatment

i. Reporting Student Mistreatment

1. COM community members who experience or observe others experiencing possible mistreatment are encouraged to discuss it with someone in a position to understand the context and initiate the necessary action(s) such as a their supervisor, College Mentor, clerkship/course directors, Assistant Dean of Student Affairs, or the CNU Title IX Coordinator. The CNU employee handbook provides additional information on the ability of CNU employees who feel that they have been mistreated should immediately report the matter to either a supervisor or the Human Resources Manager.

ii. Student Mistreatment Form

1. The preferred method of reporting mistreatment is via the [Mistreatment Form](#) which is available on the CNUCOM website. The form is submitted to the Office of Student Affairs for review by the Assistant Dean of Student Affairs. The form allows for follow-up with the individual reporting harassment and also the individual who engaged in harassment. The link to the form is provided in the Student Handbook, Employee Handbook, on the COM website, and on each student’s badge.

iii. Course Evaluations

1. Students are given the opportunity to evaluate each course/clerkship as well as course/clerkship instructors, faculty, preceptors, and clinical sites. Students are asked specifically if they experienced harassment, and if so, they are asked to provide specifics of the incident. This information is forwarded to the Assistant Dean of

Student Affairs for follow-up. Reports of harassment are noted in course reviews at Phase A and in clerkship/elective reviews at Phase B.

- iv. Learning Environment Surveys
 - 1. Each semester students have the opportunity to evaluate the learning environment by completing the learning environment survey. This survey may be supplanted by the Independent Student Analysis Survey.

- v. Anonymous Reporting Tool
 - 1. COM Community members can file an [Anonymous Report](#) of mistreatment via the anonymous reporting tool on the CNUCOM website. All anonymous reports involving students are directed to the Office of Student Affairs and reviewed by the Assistant Dean of Student Affairs. Those involving employees are directed to Human Resources. Anonymous reporting may interfere with the university's ability to investigate the concern and their ability to receive information about the follow-up investigation. The Anonymous Report Form is available on the COM website, and on each student's badge.

- vi. Verbal Report
 - 1. While the preferred method of reporting is via the Mistreatment Form, an individual may be more comfortable reporting directly to an authority within the CNUCOM community. Allegations of mistreatment can be reported directly to instructors, faculty, advisors, the Assistant Dean of Student Affairs, or Student Body Council president. Upon receiving a report of mistreatment, these individuals must forward the report to the Office of Student Affairs.

- vii. Mistreatment Involving Discrimination

Title IX of the Education Amendment Acts of 1972 prohibits discrimination based on sex in education programs and activities receiving federal financial assistance. Although Title IX does not prohibit discrimination based on sexual orientation, sexual harassment directed at an LGBTQIA+ student is prohibited by Title IX if it is sufficiently severe and pervasive. Title IX also prohibits gender-based harassment, including harassment based on a student's failure to conform to stereotyped notions of masculinity and femininity. CNUCOM does not currently receive federal financial

assistance but takes a proactive stance in the protection of all students. Any violations of the Title IX Education Amendment Act should be reported to the CNU Title IX Coordinator. If unsure what to do, contact Office of Student Affairs at COMOSA@cnsu.edu or the Assistant Dean of Student Affairs.

viii. Responses to Concerns of Mistreatment

1. Concerns of mistreatment will be responded to in a professional and timely manner. The Assistant Dean of Student Affairs will be provided with written notice of reported mistreatment and respond to the reporter within two (2) business days to indicate that the report is being researched. They will conduct an initial inquiry into the circumstances. The Assistant Dean of Student Affairs will engage the appropriate process channels for implementing notice to the offending party, and for investigation and implementation of potential corrective action. The process must be completed within ten (10) business days. Aggregate and de-identified data on reports of mistreatment will be shared with the college and university leaders regularly.

ix. Protection from Retaliation

1. CNUCOM does not tolerate retaliation against individuals who report hateful, dishonest, illegal, unethical, unprofessional, or otherwise inappropriate acts that constitute mistreatment. Appropriate action may be taken to protect COM community members from harm or any type of retaliation. Students, faculty, residents, staff, administrators, and other individuals who have been accused of mistreatment are to be informed that retaliation is not tolerated and will be regarded as a violation of University Policy and managed as a separate and distinct form of mistreatment. Students who believe they are experiencing retaliation are to contact the Assistant Dean of Student Affairs. Alleged retaliation will be subject to investigation and may result in disciplinary action up to and including termination or expulsion.

x. Rights of the Accuser and the Accused

1. The accuser and accused will have rights to the following: due process, confidentiality, a fair, timely and thorough investigation, and communication regarding the outcome.

Associated Forms:

[Anonymous Report](#)

[Mistreatment Form](#)

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