

GUIDANCE FOR USSEPM-ALIGNED HR POLICIES

Work rules, disciplinary procedures, and possible sanctions:

- Clearly define expectations of employees. List those actions and activities that are prohibited. Confirm that your institution will investigate cases of reported misconduct (e.g., violations of the Code of Conduct; theft; harassment of a colleague); the different levels of disciplinary procedures that employees may face; and employee rights related to appealing disciplinary action.

Grievance resolution:

- Describe how employees can seek resolution to grievances related to work; how employees are protected against retaliation from other employees, including management; and how employee privacy is respected during the grievance process.

Collective bargaining/ Freedom of association:

- Describe employees' rights to form or join a trade union without interference and to bargain collectively.

Whistleblower policy:

- The HR policy should protect employees from retaliation for submitting complaints, including protection for whistleblowers—those who disclose serious offenses such as criminal activity.

Anti-harassment safeguards:

- Describe the actions that your institution classifies as “harassment” (e.g., sexually suggestive language; physical contact; racial comments; punitive abuse of discretionary powers such as work assignments); the procedure for reporting and investigating allegations; sanctions for violations (e.g., probation; termination of employment) faced by employees who harass others; and how your institution will protect the right of privacy of both the alleged victim and the person accused.

Conditions for dismissal and exit formalities:

- Describe the conditions under which employees may be dismissed, employee rights (e.g., severance pay) and responsibilities (e.g., two-week notice) related to termination of employment, including procedures for dismissal that adequately protect employees, procedures for resignation that adequately protect management, and conditions and procedures for leaves of absence.