

The University of Iowa is governed by state and federal law, administrative regulations, and policies of the Board of Regents, State of Iowa, which provide broad direction on University affairs. This **University of Iowa Operations Manual** contains University administrative, financial, and community policies, as well as certain University-level implementing procedures. These policies and procedures have been developed to supplement and clarify Regent policy and to incorporate specific requirements of federal, state, and administrative rules and regulations. There are specific policies that we would like to specifically draw your attention to as you begin your employment that are noted below. It may also be helpful for you to be aware of differences based on **Working at a Public University**: <https://hr.uiowa.edu/careers/new-employee-onboarding>.

The policies below can be found in full in the UI Operations Manual: <https://opsmanual.uiowa.edu/community-policies>

Acceptable use of IT Resources

The University of Iowa's information technology resources are critical to the University's missions of teaching, research, and service. To ensure a highly robust, continuously available, fair, and effective environment that serves the University's computing needs, institutional and external standards for acceptable use must be applied. Each individual user must therefore comply with institutional and external standards for acceptable use of these shared resources. Although limited personal use of University-supplied technology resources may develop the skills of individual users and otherwise contribute indirectly to the University's mission, these resources should be used primarily for University-related research, educational, and administrative purposes. By using University information technology facilities and resources, users agree to abide by all related University policies and procedures, as well as applicable federal, state, and local law. Violations may result in University disciplinary action or referral to appropriate external authorities.

Anti-retaliation

The University of Iowa encourages its faculty, staff, and students to make good-faith reports of university-related misconduct. The commitment to improve the quality of the university through such reports is vital to the well-being of the entire campus community. Retaliation as a response to a good-faith report, whether determined to be founded or unfounded, will not be tolerated. Retaliation, whether actual or threatened, destroys a sense of community and trust that is central to a quality environment. The university, therefore, wishes to make clear that it considers acts or threats of retaliation in response to good-faith reports to constitute a serious violation of university policy.

Safety, health and environment

The [Environmental Health & Safety Office](#) is maintained by the University for the protection of the health and safety of students and staff. The office reports to the [Office of the Vice President for Research](#).

Human Rights

The university is committed to the principle of equal opportunity including access to facilities. Differences in treatment are prohibited when based on race, creed, color, religion, national origin, age, sex, pregnancy (including childbirth and related conditions), disability, genetic information, status as a U.S. veteran, service in the U.S. military, sexual orientation, gender identity, or associational preferences. This principle must be observed in the internal policies and practices of the university; specifically in the admission, housing, and education of students; in policies governing programs of extracurricular life and activities; and in the university's treatment of its applicants and its employees. Consistent with state and federal law, reasonable accommodations will be provided to persons with disabilities and to accommodate religious practices. The university shall work cooperatively with the community in furthering these principles.

Non-discrimination

The University of Iowa prohibits discrimination in employment, educational programs, and activities on the basis of race, creed, color, religion, national origin, age, sex, pregnancy (including childbirth and related medical conditions), disability, genetic information, status as a U.S. veteran, service in the U.S. military, sexual orientation, gender identity, or associational preferences. The university also affirms its commitment to providing equal opportunities and equal access to university facilities.

Conflict of Interest

There are several chapters in the Operations Manager that address conflicts of interest of various types at The University of Iowa. Others include: [II-5](#) Consensual Relationships Involving Students, which addresses faculty-student relationships that are either prohibited or discouraged due to role conflicts; and [III-8](#) Conflict of Interest in Employment (Nepotism), which addresses role conflicts when there is a direct reporting line between two employees. See also [II-18.8](#) below for a complete list of policies that address or are related to conflicts of interest.

Disability Protection

The University of Iowa, as authorized by [Section 503](#) of the Rehabilitation Act of 1973 and the [Vietnam Era Veterans Readjustment Assistance Act of 1974](#), shall take affirmative steps to employ and advance the employment of qualified individuals with disabilities and qualified disabled veterans and veterans of the Vietnam era at all levels of employment.

Ethics and Responsibility

Staff members will adhere to ethical standards of professional conduct and act in a manner consistent with the University's mission and core values for excellence, learning, community, diversity, integrity, respect, and responsibility.

Drug free Environment

The use or possession of illegal drugs as well as the abuse of alcohol and other intoxicants creates a serious threat to the health and well-being of the user and in some instances to fellow employees and private citizens. The University of Iowa has a responsibility to provide a work environment free of drugs and alcohol, and employees have the right to perform their duties with co-workers not impaired by drugs and alcohol.

Prohibition on Giving and Receiving Gifts

The "gift law," [Chapter 68B](#) of the *Iowa Code*, relates to University of Iowa employees. The outline is not a substitute for the law, but is intended to guide and put University employees on notice of their responsibilities under the law. The law prohibits public officials, public employees, candidates for public office, and members of their immediate families from soliciting or accepting gifts from a "restricted donor."

Sexual Harassment and Sexual Misconduct

Members of the university community have the right to be free from all forms of sexual harassment and sexual misconduct, which subvert the university's mission and threaten the careers, educational experience, and the well-being of students, faculty, staff, and visitors. All members of the university community are expected to conduct themselves in a manner that maintains an environment free from sexual harassment and sexual misconduct.

Violence

The faculty, staff, and students of the University of Iowa make up a community whose common commitment is to learning. This commitment requires that the highest value be placed on the use of reason and that violence involving the university community be renounced as inimical to its goals. Violence, whether actual or threatened, destroys the mutual trust which must bind members of the community if they are to be successful in pursuing truth. The university therefore wishes to make clear that it considers acts and threats of violence to constitute serious violations of university policy, because they may undermine the university's status as a community of learning. Particularly heinous is violence which harms or demeans members of the community because of personal characteristics such as race, creed, color, religion, national origin, age, sex, pregnancy (including childbirth and related conditions), disability, genetic information, status as a U.S. veteran, service in the U.S. military, sexual orientation, gender identity, or associational preferences.

The annual policy notification process provides the campus community with regular reminders about important policies that impact faculty, staff and students at the University of Iowa. Policy notifications are typically distributed as mass emails or as items in Iowa Now (managed by the Office of Strategic Communication). The above noted policies are included in these reminders.