

Non-Compliance with Health and Safety Guidelines

Each member of the UAB community must be personally responsible for general health and safety monitoring and act to facilitate and maintain compliance with established guidelines. To sustain a culture of safety, there must be increased vigilance, monitoring, effective structures for reporting concerns, and appropriate corrective action for non-compliance.

Reporting

Prompt sharing of good faith concerns directly with the parties involved at the time is encouraged so that such concerns can be addressed immediately.

If you suspect that an employee is reporting to work sick, please notify your supervisor. In evaluating if an employee is sick while at work, supervisors can ask some limited questions about whether the employee has symptoms of illness (“Are you sick?” “Do you have a fever?” “How are you feeling?”), but managers should not inquire about an employee’s underlying medical condition, if any. Contact HR to discuss ways to address these concerns.

If you observe that a department is not enforcing the health and safety rules appropriately or fairly, you may discuss your concerns with your supervisor. For guidance on addressing your concerns, please contact Human Resources or the Office of the University Ombudsperson. If you are unable to resolve your concerns with your supervisor, you may submit your complaint in writing to one of the following, as appropriate:

Staff and Faculty

HR Consultant

HR Employee Relations

Office of the Chief Human Resources Officer

Office of Compliance & Risk Assurance

Office of the Provost

Office of the Vice President for Diversity, Equity and Inclusion

Title IX Office (for complains involving sex-based discrimination)

Anonymous reporting through the UAB Ethics Hotline (<https://www.uab.edu/ethics/file-a-report-online/options>) is available for all UAB community members.

Trainees

All trainees also have Program Directors and an appropriate reporting structure to whom they can share their concerns.

Progressive Steps to Ensure Compliance

When identified, failure to adhere to established guidelines should be reported to supervisors. Reported concerns will be reviewed to understand the circumstances and

identify the actions necessary to correct non-compliance and prevent it from recurring. In partnership with HR, supervisors should take the appropriate corrective action with the individuals involved. Consequences for failure to adhere to health and safety guidelines are commensurate with the gravity of the behavior and underlying root causes and typically follow a progressive approach as outlined in the UAB Progressive Discipline Policy (HR Policy 603). Persistent failure or willful disregard for health and safety guidelines will result in more serious consequences. This is not an exhaustive list but some of the consequences include but are not limited to, revocation of the employee's clearance to return to campus, additional training regarding health and safety guidelines, management training, written reprimand and/or termination of employment.

Prohibition Against Retaliation

Retaliation against an individual who, in good faith, complains about or participates in an investigation of an allegation of discrimination or harassment is prohibited. Any individual who feels he or she has been retaliated against, or has been threatened with retaliation, should report that allegation immediately to the Office of the Vice President for Diversity, Equity and Inclusion, to the Office of the Chief Human Resources Officer, or to the Office of Compliance & Risk Assurance. See also UAB's [Duty to Report and Nonretaliation Policy](#).