



**RESIDENCY TRAINING PROGRAMS
Intimidation and Harassment Policy**

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1 Purpose

- 1.1 This policy is to ensure that residents work without being intimidated, harassed or discriminated against, especially if this relates to service demands that are inappropriate or unrealistic. In addition, we seek to create an environment that enables residents to freely report and any intimidation, harassment or discrimination.

2 Scope

- 2.1 This policy applies to all Residents in all Residency Training Programs

3 Procedures

- 3.1 Process
- 3.1.1 Any resident who experiences intimidation, harassment or discrimination from any source can request the issue to be resolved informally between the parties or through a formal complaint process. All reasonable steps are taken to resolve the situation informally before resorting to the formal procedure.
- 3.2 Informal Resolution Process
- 3.2.1 If a resident perceives that he or she has suffered from intimidation, harassment or discrimination, the resident initially discusses the matter with his/her advisor, clinical supervisor or Program Director who attempts to resolve the situation, taking it to a higher level as appropriate. The steps taken to resolve the issue informally may include, but is not limited to, the following:
1. Advising the other party or parties verbally that the behavior exhibited is not appropriate or welcome and that this behavior must stop with immediate effect.
 2. Advising the other party or parties in writing that the , which is described in the written communication, is not appropriate or welcome and that this behavior must stop with immediate effect. The communication should also describe the effect that the behavior has on the offended party.



3. Requesting that the advisor to the resident, clinical supervisor or Program Director arrange an informal mediation session with the meeting being supervised by a neutral party in order to reach a resolution acceptable to all parties.
- 3.3 Formal Resolution
 - 3.3.1 If all reasonable steps have been taken to resolve the issue informally have failed, the formal complaint process can be initiated. Once the formal complaint process has been initiated, it can be halted if the issue is solved informally. The process of a formal complaint is shown below.
 - 3.3.1.1 The resident submits a written complaint to the Dean. If the complaint is against an Associate Dean or the Senior Associate Dean, the complaint is submitted to Senior Associate Dean or the Dean, respectively. The written complaint must include the name or names of the respondents together with a detailed description of the alleged behavior that formed the basis of the complaint.
 - 3.3.1.2 If the alleged behavior constitutes a form of intimidation, harassment or discrimination, the Dean forwards a copy of the complaint together with a copy of this policy to the respondent with five days of receiving the complaint
 - 3.3.1.3 The respondent must provide a response to the Dean in writing within ten working days. A copy of the response is provided to the resident.
 - 3.3.1.4 An Investigation Committee is formed by the Dean to investigate the complaint.
 - 3.3.2 Investigation Committee
 - 3.3.2.1 The Investigation Committee comprises two faculty members and one resident who take all reasonable steps to conclude the investigation within 60 days of being appointed to investigate the complaint.
 - 3.3.2.2 The Investigation Committee reviews the complaint by the resident and the response from the respondent and meet with the resident who has an opportunity to personally present the complaint and highlight other relevant information and possible witnesses to the complaint.
 - 3.3.2.3 Following the meeting with the resident, the Investigation Committee meets with the respondent who has an opportunity to personally address the allegations and highlight other relevant information and possible witnesses to the complaint.
 - 3.3.2.4 If deemed necessary, the Investigation Committee meets with witnesses who the committee deems relevant to the complaint.
 - 3.3.2.5 After hearing additional evidence from the witnesses, the Investigation Committee may deem it necessary to meet with the resident and/or respondent
 - 3.4 Review
 - 3.4.1 The Investigation Committee reviews the information obtained during its investigation and submits a report to the Dean. The report includes the committee's opinion on whether the respondent exhibited behavior that included intimidation,



harassment or discrimination.

- 3.4.2 The Dean makes a decision on the sections of the report to be provided to the resident or respondent. Both the resident and the respondent have five working days in which to provide a written response.
- 3.4.3 The Dean reviews the report in its entirety and the responses of the resident and respondent and makes a decision on whether the respondent exhibited behavior that included intimidation, harassment or discrimination. The Dean advises both parties in writing of his decision. The appropriate remedial action or disciplinary action is taken.
- 3.4.4 The time limits in this section may be extended by the Dean in exceptional circumstances

4 Confidentiality

- 5.1 All communication or information gathered related to the complaint is confidential unless disclosure is required for disciplinary or remedial actions.

5 False Accusations

- 6.1 If a resident makes a false complaint (with the intent to mislead or deceive or with a malicious), disciplinary action may be taken against the resident in line with related policies.

7 Retaliation

- 7.1 Any retaliation against any resident, respondent, witness or other involved person will in itself be grounds for a complaint under this policy.

Date of Approval - April 6, 2017
Imam Abdulrahman Bin Faisal University