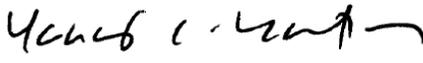


## MEMORANDUM

**To:** Viterbi Staff  
**From:** Yannis C. Yortsos, Dean   
**Date:** August 21, 2017 **REVISED**  
**Subject:** Civility and Climate in the Workplace

---

Welcome to a new academic year! I wish all of you a productive, creative and fulfilling year.

As has been traditional with my office for some years now, I would like to take the opportunity to remind you that the University and the Viterbi School promote civil interactions and an inclusive climate among staff and between faculty, staff, and students. I encourage you to read the corresponding University and School policy, and be guided by it as needed. Our expectation is that all of us will abide with this policy. We are committed to enforce it without exceptions. A similar memo has been sent to Viterbi faculty.

I particularly wish to refer to the appropriate Section on Staff Hiring and Employment Policies within the section on Causes for Discipline, that addresses inappropriate behavior, discrimination and harassment as behaviors and actions that may result in discipline, stating the following: “[USC] is committed to maintaining an environment that is free from discrimination and harassment, including sexual harassment; the university expects that all members of the university community—faculty, staff, and students—should be able to pursue their work and education in such an environment” and “[those] who violate this policy will be subject to appropriate disciplinary action, including termination or dismissal for cause in accordance with university policies.” It is important that we promote and maintain an inclusive climate, welcoming and supportive, for all to thrive.

By agreement with the USC Office of Equity and Diversity, below is the process to be followed in the School if any allegation of possible violation of this policy are made:

- Once the School (Department/Program unit or Dean’s Office) learns of an incident in which a staff member is involved, the Department Chair or Program Director will discuss it with the Viterbi Director of Human Resources. University Human Resources and the USC Office of Equity and Diversity (OED) will be contacted as well.
- The Viterbi Director of Human Resources will work with the Chair/Director, University Human Resources, and the OED to determine if disciplinary action toward the staff member is warranted and the level of discipline. Please remember that academic units may not conduct a disciplinary action, verbal or written, on a staff member without the prior approval and guidance of the VSoE Director of Human Resources.
- If the behavior continues, the Viterbi Director of Human Resources will consult with the Vice Dean for Administration, University Human Resources, and the OED. Upon investigation, as deemed appropriate, further discipline may be necessary, up to and including termination.

I am privileged to be part of our academic community at Viterbi and USC and to have you as my colleagues as we advance our joint academic mission.

