City and County of San Francisco
Daniel Lurie, Mayor

San Francisco Department of Public Health
Daniel Tsai
Director of Health

San Francisco Department of Public Health

*Policy & Procedure Detail**

Policy & Procedure Title: COM.2 Employee Non-Retaliation Policy	
Category: Compliance	
Effective Date: April 2007	**Last Reissue/Revision Date:** 3/5/2026
DPH Unit of Origin: Compliance	
Policy Contact - Employee Name and Title; and/or DPH Division: Office of Compliance and Privacy Affairs	
Contact Phone Number(s): (855) 729-6040	
Distribution: DPH-wide ☒	**If not DPH-wide, other distribution:**

All sections in table required.

I. **Purpose and Scope:**

A. **Purpose:** It is the policy of the San Francisco Department of Public Health (DPH) that employees, who report actual or alleged compliance violations or concerns, are protected from any form of discrimination, harassment or retaliation within the organization.

B. **Scope:** This policy applies to employees of the San Francisco Department of Public Health.

II. **Definitions:**

A. **Compliance Violation:** Refers to any allegation reported to the Office of Compliance and Privacy Affairs related to compliance, privacy, code of conduct, or City of San Francisco Conflict of Interest Code violations.

B. **Employee:** Refers to any person directly employed by the San Francisco Department of Public Health.

III. **Policy:**

A. **Retaliation Prohibited:** DPH has adopted this non-retaliation policy to ensure that employees who report known or alleged compliance violations may do so without fear of discrimination, harassment, or retaliation from superiors, peers or subordinates within the organization.

1. **Good Faith:** Any form of retaliation against any employee who reports a perceived problem or concern in good faith is strictly prohibited. Any employee who commits or condones any form of retaliation will be subject to discipline.

B. **Reporting Process:** Employees may report compliance violations directly to the Office of Compliance and Privacy Affairs (OCPA) or may proceed up their department's chain-of-command when reporting compliance violations.

1. **Duty to Report:** All employees have a duty and responsibility to report perceived misconduct, including actual or potential violations of laws, regulations, policies, procedures, or this organization's standards/code of conduct, as a potential compliance issue.

    i. **Self-Reporting:** Employees cannot exempt themselves from the consequences of their own misconduct by reporting the issue, although self-reporting may be considered in determining the appropriate course of action.

2. **Management Responsibility:** An "open-door policy" will be maintained at all levels of management to encourage employees to report problems and concerns.

3. **Hotline:** Employees are encouraged to utilize the **DPH Compliance and Privacy Hotline at (855) 729-6040** for issues they do not want to bring directly to their department managers. As extended protection against retaliation, callers may remain anonymous. All reports are kept confidential to the extent possible.

    i. Limited Disclosure: The identity of any person who reports allegedly illegal or improper conduct to OCPA shall be disclosed, only on a need-to-know basis, except as required by law. Disclosure of reports of possible illegal or improper conduct shall be made, only on a need-to-know basis, or as required by law. Unauthorized disclosure of proprietary information may be grounds for disciplinary action.

4. **Matters not Involving Compliant Violations:** Human Resource concerns should be reported directly DPH Human Resources, and not to OCPA, if there is no compliance violation involved.

IV. **Violations of Non-Retaliation Policy:**

A. **Reporting Violations:** Any indication of a violation of this non-retaliation policy should be reported to OCPA. All allegations of retaliation will be referred to the San Francisco Ethics Commission for investigation.

Last Reviewed: 5/30/2023, 5/28/2025; 3/5/2026