



# Center for Imaging Research Operational Procedure

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## **POLICY VIOLATION**

Category: Center for Imaging Research Operational Procedure

Procedure #: CIR.SOP.6

Applies to: Investigators, study personnel, MRI staff.

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### **PURPOSE:**

Outline the corrective action that will be enforced in the event of violations of any policies and procedures established within The Center for Imaging Research. To ensure consistent adherence to all established guidelines and standards, fostering a productive and respectful environment.

### **DEFINITIONS:**

#### Item

- Policy Violation: An instance where an individual or entity fails to adhere to the established rules, guidelines, regulations, or procedures outlined in the Center for Imaging Research Policies and Procedures.
- Corrective Action: Solutions offered by the leadership of the Medical College of Wisconsin Center for Imaging Research (CIR) aimed at maintaining a productive, orderly, and compliant environment within the Medical College of Wisconsin/Center for Imaging Research. Corrective actions scale with violation severity and can include restriction of use of CIR facilities or resources and referral to individuals' supervisors for further action.

### **POLICY:**

- A. Corrective action may be taken when a user engages in conduct that interferes with operations, violates the CIR's posted standard procedures, institutional policies, and/or regulatory requirements.
- a. Consequences for policy violations will be determined by the policy, the severity of the violation, and the organization's commitment to maintaining a safe, compliant, and efficient work environment. These consequences serve as both deterrents and corrective measures to ensure that policies are upheld, and the organization operates smoothly.

### **PROCEDURES:**

1. Minor Policy Violations/ First Violation: We will send a corrective email to the person responsible for the policy violation. This email will detail the specific policy that was breached, provide an explanation of the CIR policy, and include an attached copy of the policy for the user to reference.

2. If there is a pattern of minor policy violations, the individual's supervisor (departmental leadership and/or principal investigator) will be notified, specifying the violation's nature and the number of occurrences.
3. In the case of more severe infractions or if the individual's supervisor has already been informed and the policy breaches persist, the repercussions will intensify, which may ultimately result in the revocation of access privileges to CIR resources and referral to leadership for further action.
4. MCW is committed to ensuring all corrective action is applied in an equitable, thoughtful and consistent manner, and without discrimination as outlined in MCW's Equal Employment Opportunity and Affirmative Action policy (HR.EE.010).

**Approval Date:** 09/07/2023

**Effective Date:** 09/07/2023

**Revision History:**