



Policy Prohibiting Harassment

Section: Employment and General Policies
Date Approved: September 2007 by Senior Staff
Reviewed/Reaffirmed:
Effective Date:
Revised:

I. Purpose

To comply with Federal and State Laws regarding Harassment and provide a process to report instances of harassment. This policy replaces “Sexual and Other Unlawful Harassment.”

II. Policy:

The University is committed to providing a work environment that is free of unlawful discrimination and harassment. In keeping with this commitment, the University maintains a strict policy prohibiting all forms of unlawful harassment, including sexual harassment and harassment based on the basis of age, race, color, religion, sex (including pregnancy, childbirth, or related medical conditions), gender identity, national origin, ancestry, physical or mental disability, legally-protected medical condition, military or veteran status, marital status, sexual orientation, genetic information, or any other characteristic protected by local, State or Federal law.

The University also prohibits harassment based on the perception that a person has any of the above protected characteristics, or is associated with a person who has or who is perceived as having any of the above protected characteristics. This policy applies to all agents and employees of the University, including supervisors and non-supervisory employees. It also applies to applicants for employment with the University, vendors, independent contractors, Instructors, and other third parties doing business with the University. Furthermore, this policy prohibits unlawful harassment in any form, including verbal, physical and visual harassment. It also prohibits retaliation of any kind against individuals who file complaints in good faith or who assist in investigations.

III. Definitions

Harassment prohibited by this policy includes, but is not limited to verbal, physical, and/or visual conduct that creates an intimidating, offensive, or hostile working environment or that interferes with work performance. Such conduct may constitute unlawful harassment when:

1. Submission to the conduct is made either an explicit or an implicit condition of employment;
2. Submission to or rejection of the conduct is used as the basis for an employment decision; and/or
3. The harassment is severe or pervasive and unreasonably interferes with an employee’s work performance or creates an intimidating, hostile, or offensive work environment.



Examples of prohibited harassment include, but are not limited to, any of the following when based on a protected characteristic: making comments, slurs, innuendos or jokes; the display of cartoons, posters, or other materials; distributing pictures or words in written, pictorial or electronic form; touching, or other unwanted attention; threats, intimidation, or other abusive behavior.

“Unlawful Harassment”

Sexual harassment deserves particular mention. Unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex are not allowed. This includes such things as sexual innuendoes, suggestive comments, sexually oriented teasing or practical jokes, display of sexually suggestive pictures or other materials, suggestive or insulting sounds, looks, or gestures, and any unwanted physical contact. Obviously, more severe forms of harassment, such as sexual assault, are also prohibited.

IV. Practices and Procedures

This policy applies at all University locations, University-sponsored social or other events, as well as all activities at which an employee represents the University.

All full time faculty, supervisors and managers will receive Harassment Prevention training and are required to attend. Training for new employees will be provided during the first thirty (30) days of employment.

Questions regarding this policy or process should be directed to the Director of Human Resources.