

Sexual Harassment Policy

In compliance with federal and state laws, it is the policy of this school to prohibit sexual harassment of workers in the workplace by any person and in any form.

Sexual harassment is a form of sex discrimination. Although sexual harassment is not referred to directly in Title VII, it has been defined by the Equal Employment Opportunity Commission (EEOC) in its regulations at 29 C.F.R. 1604.11(a) as follows:

Harassment on the basis of sex is a violation of Sec. 703 of Title VII. Unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or a condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Not all sexual conduct, although not permitted by this institution, is deemed to be unlawful sexual harassment. Employers were found not to have violated the law in the following circumstances:

- The complaining employee participated in the sexual joking and sexual horseplay without telling anyone that it offended him or her;
- The complaining employee was asked to dinner and was paid a personal compliment with no discussion of sexual favors;
- There was use of profanity in the work place;
- The conduct complained about was innocent flirtation or an isolated incident which had no adverse impact on employment.

Specifically, no supervisor, worker, or client will threaten or insinuate either explicitly or implicitly that a worker's refusal to submit to sexual advances will adversely affect the worker's employment, evaluation, wages, advancement, assigned duties, shifts, or any other condition of employment or career development.

Other sexually harassing conduct that creates a hostile working environment, whether committed by supervisor, non-supervisory personnel, clients, or vendors is also prohibited. Such conduct includes the following:

- Unwelcome sexual flirtation, advances, or propositions;
- Verbal abuse of a sexual nature;
- Verbal comments about an individual's body;
- Sexually degrading words used to describe an individual;
- Jokes and stories of sexual nature.

Any worker who believes that he or she has been the subject of sexual harassment should report the alleged act immediately to his or her supervisor or the Vice President for Business and Finance. The supervisor or Vice President for Business and Finance will make every effort to ensure that complaints are resolved promptly and efficiently. The complaint will be investigated, and the worker will be advised of the findings. All findings related to the investigation will be kept confidential.

Any supervisor or worker who is found, after appropriate investigation, to have engaged in sexual harassment of another worker will be subject to appropriate disciplinary actions, up to and including termination.

To file or make the complaint of sexual harassment is a serious accusation. Should any staff member not follow proper procedure in filing a report, the worker may be involved in defaming the accused. The worker may be subject to discipline if proper procedure is not followed.