Sexual Harassment in the Workplace Policy

Policy Number	300.32.02	**Custodian**	Human Resources
Approved Date	10/17/2017		
Effective Date	7/10/2024	**Review Date**	May 2021
References: EEOC Guidelines on Sexual Harassment, Code of Conduct, Clery Act, Title IX of Education Amendments, Title IX Policy			

1. **Purpose**

   To define sexual harassment and outline a process for Title IX violations.

2. **Persons Affected**

   2.1. Staff
   2.2. Students

3. **Policy**

   This policy is to ensure the following:

   3.1. Provide a workplace, educational environment, and institution that is free from discrimination, harassment, and retaliation.

   3.2. To ensure compliance with Title IX law.

4. **Definitions**

   4.1. Sexual Harassment. Sexual harassment, unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature.

   - Though sexual harassment encompasses a wide range of conduct, some examples of specifically prohibited conduct include the following:
     - Unwelcome sexual advances, propositions or other sexual comments, sexually oriented gestures, noises, remarks, jokes, or other comments about a person's sexuality or sexual experience.
     - Preferential treatment or promises of preferential treatment to an employee for submitting to sexual conduct, including soliciting or attempting to solicit any employee to engage in sexual activity for compensation or reward.
     - Includes offensive remarks about a person's sex
     - Subjecting, or threats of subjecting, someone to unwelcome sexual attention or conduct.
     - harassment is forbidden when it is so frequent or severe that it creates a hostile or offensive work environment or when it results in an adverse employment decision (such as the victim being fired or demoted)

4.2. Respondent. An individual alleged to be the perpetrator of conduct that could constitute harassment or discrimination. The respondent can be the victim's supervisor, a supervisor in another area, co-worker, student, faculty member, or someone else, such as a client or customer.

4.3. Title IX Coordinator. The human resources coordinator is the designated Title IX official. The Title IX coordinator ensures compliance under Title IX of the Education Amendments which prohibit sex discrimination in educational programs and activities.

5. **Procedures**

5.1. An employee who witnesses sexual harassment must communicate the incident to the Title IX coordinator within one business day.

5.2. The Title IX coordinator looks at the record and totality of the circumstances, such as the nature of the conduct and the context in which the alleged incidents occurred.

5.3. If requested, staff will assist with any active sexual harassment investigation.

5.4. The Title IX coordinator completes the investigation.

5.5. The Title IX coordinator determines disciplinary actions to remedy any harm done to those who have been subjected to sexual harassment.

5.6. An employee found guilty of sexual harassment will be subject to disciplinary actions, including termination of employment.

5.7. Retaliation for the report of a sexual harassment claim is prohibited.

5.8. The Title IX Coordinator is responsible to maintain the official complaint log of all sexual harassment cases.

Revision History

Rev. Date	Rev. No.	Revision
7/10/2024	2.	Housekeeping; New Format; Custodian Change
10/17/2017	1.	Original