

## **Policy Prohibiting Harassment**

### ***Preamble***

Respect for the dignity and worth of each individual is a basic tenet of Hillsdale College. Each individual member of Hillsdale College's staff is entitled to work in an environment free from discriminatory practices, including sexual and other forms of illegal harassment.

### ***Harassment Prohibited***

Sexual and other forms of illegal harassment are unacceptable and will not be tolerated by the College. All staff members are responsible for ensuring that the College is free from sexual and other forms of illegal harassment.

### ***Sexual Harassment Defined***

The term "sexual harassment" refers to any unwelcome sexual attention, sexual advances, request for sexual favors and other verbal or physical conduct or communication of a sexual nature when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or grade; or
- submission to or rejection of such conduct by an individual is used as the basis for employment or education decisions affecting such individual; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work or school performance; or
- such conduct has the purpose or effect of creating an intimidating, hostile or offensive work or school environment

Examples of sexual harassment include, but are not limited to, threatening adverse action if sexual favors are not granted; promising preferential treatment in return for sexual favors; unwelcome sexual advances, unnecessary physical contact; offensive remarks, including unwelcome comments about appearance, obscene jokes or other inappropriate use of sexually explicit or offensive language; and the display of sexually suggestive objects or pictures.

### ***Other Form of Harassment Defined***

Other forms of harassment prohibited by this policy include harassment on the basis of race, color, religion, gender, national origin, age, disability, genetic information or other legally protected status. The term "harassment, other than sexual harassment," refers to any verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, national origin, age, genetic information, disability or other legally protected status when such conduct:

- has the purpose or effect of unreasonably interfering with an individual's work or school performance; or
- has the purpose or effect of creating an intimidating, hostile or offensive work or school environment; or
- otherwise adversely affects the individual's work or school performance

Examples of such harassment include, but are not limited to, epithets, slurs, negative stereotyping or threatening, intimidating, or hostile acts that relate to race, color, religion, gender, national origin, age, genetic information, disability or other legally protected status; and written or graphic material that is posted or displayed at the College that denigrates or shows hostility or aversion toward an individual because of race, color, religion, gender, national origin, age, genetic information, disability or other legally protected status.

### ***Enforcement of the Policy***

The College will appoint a policy adviser to answer questions and disseminate information about the policy, investigate complaints and take appropriate corrective action. Any staff member who feels that he or she has been a victim of sexual or other form of illegal harassment should bring the problem to the immediate attention of the Provost or Chief Administrative Officer.

The College will investigate all complaints of harassment in as prompt and confidential a manner as possible and will take appropriate corrective action when warranted. Any staff member who is determined, as a result of such an investigation, to have engaged in harassment in violation of this policy will be subject to appropriate disciplinary action, up to and including termination of employment. It should be noted that this action shall not be taken lightly and any employee who, after investigation, is found to have made allegations in bad faith or with malicious intent shall be subject to disciplinary action.

Retaliation in any form against a person who exercises his or her right to make a complaint under this policy is strictly prohibited, and will result in appropriate disciplinary action, up to and including termination of employment.

### ***Information on Policy***

The policy adviser will periodically disseminate information about harassment and this policy with such frequency and in such a form as to ensure that all persons are aware of the various forms that harassment can take, the College's strong disapproval of harassment in any form and the procedures that are available to enforce the policy.