



## I. STATEMENT ON COMPLIANCE

### **EQUAL EMPLOYMENT OPPORTUNITY:**

The University of Mount Union is an equal opportunity employer. The University does not discriminate against employees or job applicants on the basis of race, color, creed, national or ethnic origin, religion, sex, sexual orientation, handicap, disability, veteran, marital or parental status, or any other status or condition protected by Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, regulations of the Internal Revenue Service, and all other federal, state and local statutes, ordinances and regulations, except where a bona fide occupational qualification or other exception applies.

### **STATEMENT REGARDING HARASSMENT:**

As an educational community, the University of Mount Union is committed to promoting responsible behavior. The University will not tolerate behavior that in any way undermines the emotional, physical or ethical integrity of any member of its community. Mount Union seeks to protect and enhance the personal safety, dignity, and self-respect of each member of the University community. Moreover, the University will use its influence to encourage the entire community to treat its students, faculty, staff and affiliated visitors in a manner consistent with the principles of this statement. Academic freedom can only exist when all are free to pursue ideas in a non-threatening, non-coercive atmosphere of mutual respect. Harassment is thus harmful not only to persons involved, but also to the community.

Nothing in this document shall be construed to limit an individual's rights to freedom of political or artistic expression, or other expressions of an academic nature. In particular, the expression of political opinions about issues both on campus and in the wider national and international community explicitly does not constitute harassment. Works of art created or presented by students, faculty, and other members of the community similarly are protected.

Harassment includes, but is not limited to, any verbal or non-verbal conduct directed at an individual or group of individuals due to their race, religion, ethnic origin, gender, sexual orientation, or disability, when such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive environment for working, learning, or living on campus. Such harassment may occur between any members of the University community. It is a violation of University

policies to engage in harassment, or to retaliate against anyone bringing forth a complaint of harassment. False accusations of harassment will not be tolerated and may constitute intimidation and harassment, and will be responded to as any other case of harassment. Repeated incidents, even where each would not on its own constitute harassment, may collectively constitute harassment under this definition.

Certain forms of harassment tend to occur more frequently in society and are therefore described below in more detail.

### **Sexual Harassment**

Sexual harassment in all of its manifestations runs counter to the mission of the University of Mount Union, and will not be tolerated in the University community. Sexual harassment violates not only the dignity of the individual, but also the integrity of the University. All reports of sexual harassment will be promptly investigated and addressed.

#### Definition:

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other physical or verbal conduct of a sexual nature when it meets any of the following:

1. Submission to such conduct is either explicitly or implicitly made a condition of employment or academic standing, or where there is an implied or expressed promise of reward or threat of negative consequence for refusal;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive environment for working learning or living on campus.

Examples of sexual harassment include, but are not limited to:

- Coerced sexual activity
- Some incidents of physical assault;
- Direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, grades, or letters of recommendation;
- Direct propositions of a sexual nature and/or subtle pressure for sexual activity that is unwanted and unreasonably interferes with a person's work or academic environment;
- A pattern of conduct that unreasonably interferes with the work or academic environment (not legitimately related to the subject matter of a course) including:
- Sexual innuendoes, inappropriate comments or remarks about an individual's clothing, body, or sexual activities;
- Suggestive or insulting sounds, inappropriate humor and jokes about sex or gender in general; sexual propositions, invitations, or other pressure for sexual intimacy;

- Inquiries and commentaries regarding a person's sexual activity, experience or orientation;
- Unwanted patting, pinching, brushing against a person's body, attempted or actual kissing or fondling, or any other inappropriate touching or feeling, or staring;

## **Racial Harassment**

Racial harassment is antithetical to the values of the University of Mount Union, and the University will not tolerate acts based on racial bigotry. It is the goal of the University to eliminate all manifestations of racism from the campus and any incidents of racial harassment will be promptly investigated and addressed.

### Definition:

Racial harassment includes behavior which threatens, intimidates, coerces, or degrades an individual or group because of race, ethnicity, or national origin in a manner that unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile, or offensive environment for working learning or living on campus.

Examples of racial harassment include, but are not limited to:

- Racial/ethnic slurs of any kind
- Any behavior, including the production or display of graphic or written statements, that threatens, intimidates, coerces, or degrades an individual or group because of race, ethnicity, or national origin, or calls attention to the race, ethnicity, or national origin of another person in a manner that prevents or limits their academic and/or personal freedoms;
- Physical assault, destruction of property, intimidation, or any behavior that is physically threatening, harmful, or humiliating when such conduct is directed against an individual or group because of their race, ethnicity, or national origin.

## **Disability Harassment**

Harassment directed at individuals or groups because of an actual or perceived disability is antithetical to the values of the University of Mount Union. Such acts will not be tolerated by Mount Union and will result in prompt investigation and response.

### Definition:

Disability harassment includes behavior that threatens, intimidates, coerces, or degrades an individual or group based on an actual or perceived disability in a manner that unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile, or offensive environment for working learning or living on campus.

Examples of disability harassment include, but are not limited to:

- Verbal acts and name-calling;
- Any behavior, including the production or display of graphic or written statements, that threatens, intimidates, coerces, or degrades an individual or group because of an actual or perceived disability that prevents or limits their academic and/or personal freedoms;
- Physical assault, destruction of property, intimidation, or any behavior that is physically threatening, harmful, or humiliating when such conduct is directed against an individual or group because of an actual or perceived disability;
- Behavior that creates a hostile environment by unreasonably interfering with or denying a person's participation in or receipt of benefits, services, or opportunities from the University because of an actual or perceived disability.

## **Grievance Procedures**

Persons who believe they have been harassed are encouraged to discuss the complaint with the Associate Dean of Students or the Director of Human Resources and Employee Development. All members of the University community are encouraged to utilize the informal grievance procedures as a means of resolving harassment complaints.

Every attempt will be made to protect any alleged victim from further harassment or injury. The University and persons involved in the investigation will make every effort to maintain the confidentiality of the complaint and the investigation.

### Informal Grievance Procedure

Any campus community member with a complaint of harassment against a student should discuss this complaint with the Associate Dean of Students. If appropriate and desired by the complainant, the Associate Dean of Students will arrange a meeting between the two parties and assist in the discussion of the complaint. The complainant has the right to end this informal grievance process at any time and proceed to the formal grievance procedure. If the complainant does not desire an informal meeting, the Associate Dean of Students will assist him/her in the completion of the formal grievance procedure outlined below.

### Formal Grievance Procedure

Any campus community member who wishes to make formal complaint of harassment against a student should submit a detailed written report about the allegations to the Associate Dean of Students. The report should include information about the dates, time, place, participants' names, and the harassing behavior. The Associate Dean of Students will discuss the report with the complainant to ensure clear and thorough understanding of the allegations. Every effort will be made to maintain the confidentiality of information regarding the complaint.

The Associate Dean of Students, with the knowledge of the complainant, will contact the accused parties to discuss the accusation. Investigation of a harassment complaint may include

interviewing other persons necessary to obtain sufficient information on which to make a determination of the situation...

### **Ethics Point**

The University of Mount Union has contracted with an outside company, **EthicsPoint**, to provide a 24-hour, 365-day per year comprehensive and confidential reporting tool to assist in working to address issues of fraud, abuse or other misconduct at the University. **EthicsPoint** is accessible via a call-in line or a secure internet connection to ensure that individuals can file a report anonymously to a skilled interviewer in the manner most comfortable and convenient to them.

It is the policy of the University of Mount Union that individuals shall be free, without fear of retaliation, to report actions within the institution that they reasonably believe may constitute misconduct, such as, but not limited to fraud, questionable accounting procedures and internal controls, harassment, discrimination, hostile workplace, security and safety issues, illegal or unethical business practices, wrongful termination, hate messages, violations of employment policies, violations of laws, mismanagement of University resources, and abuse of authority.

A representative of the University shall not take any action in retaliation against an individual who reports possible misconduct; however, persons who knowingly file false or misleading reports will not be protected by this policy, and may be subject to discipline by the University.

Mount Union will use **EthicsPoint's** centralized reporting mechanism to disseminate information to the most appropriate parties and ensure all investigations are carried out in a fair and unbiased manner. Investigation results will not be disclosed or discussed with anyone other than those who have a legitimate need to know. Further information about the confidential reporting system can be obtained through the **EthicsPoint** literature available within the Office of Human Resources. The link to the **EthicsPoint** reporting system is available on the web at [https://secure.ethicspoint.com/domain/en/report\\_custom.asp?clientid=17662](https://secure.ethicspoint.com/domain/en/report_custom.asp?clientid=17662).