

# Policy Against Other Forms of Harassment & Discrimination

## I. PURPOSE

Emmanuel College is committed to providing its students, faculty and staff with a working and learning environment in which all people are treated with respect and dignity. Each person has the right to work and be educated in an atmosphere that is free of harassment and unlawful discriminatory actions based on race, color, gender, age, sexual orientation, gender identity, religion, national or ethnic origin, disability, veteran or active military status, genetic information or any other protected status. This policy prohibits discrimination and harassment on any of these bases in the workplace, the classroom, or in any other settings in which students, faculty and staff may find themselves in connection with their education or employment at Emmanuel College. Further, any retaliation against an individual who has filed a complaint or retaliation against individuals for cooperating with an investigation of a complaint is similarly unlawful and will not be tolerated. To achieve our goal of providing a working and learning environment free from harassment or unlawful discrimination, the conduct that is described in this policy will not be tolerated and we have provided a procedure by which inappropriate conduct will be dealt with, if encountered by students, faculty, and staff.

Because Emmanuel College takes allegations of harassment or unlawful discrimination seriously, we will respond promptly to complaints and where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

*Please note that while this policy sets forth our goals of promoting a working and learning environment that is free of harassment or unlawful discrimination, the policy is not designed or intended to limit our authority to discipline or take remedial action for workplace conduct which we deem unacceptable, regardless of whether that conduct satisfies the legal definition of harassment.*

## II. POLICY STATEMENT

It is the responsibility of each and every member of the Emmanuel College community to foster an environment that is inclusive and free of harassment. To that end, Emmanuel College requires all members of the community to report any incident of discrimination or harassment, whether experienced first-hand or directed against someone else. It is only through reporting that the College can act to investigate and eliminate unacceptable conduct. While the community at large bears this responsibility, staff with managerial or supervisory authority, faculty members and administrators have a heightened obligation when learning of or observing discriminatory or harassing conduct to advise the victim of his or her rights under this policy and to further report the issue to the Office of Human Resources, and in the case of a faculty member, also to the Vice President of Academic Affairs, and in the case of a student, also to the Vice President of Student Affairs. So that memories are fresh and to provide adequate opportunity for investigation, response, and resolution, and complaint of discrimination must be reported as soon as possible.

### **III. SCOPE**

*This policy applies to all current faculty, staff and students.*

### **IV. DEFINITION OF DISCRIMINATORY HARASSMENT**

#### Discriminatory Harassment

Discriminatory harassment refers to any verbal or physical conduct that has the purpose or effect of creating a hostile working or learning environment because of an individual's race, color, gender, age, sexual orientation, gender identity, religion, national or ethnic origin, disability, veteran or active military status, genetic information or any other protected status.

- Unwelcome behavior that may be considered general discriminatory harassment includes but is not limited to: verbal or physical conduct that denigrates or shows hostility or aversion to an individual because of his/her race, color, gender, age, sexual orientation, gender identity, religion, national or ethnic origin, disability, veteran or active military status, genetic information or any other protected status.
- Epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to the characteristics described above; and
- Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of the characteristics described above.

### **V. PROCEDURES, INVESTIGATION & DISCIPLINARY ACTION**

If any of our employees believes that he or she has been subjected to harassment or discrimination, he or she is encouraged to report the matter promptly, using the complaint procedure outlined above for sexual harassment complaints. When a complaint is received, the allegation will be promptly investigated in the manner described above for sexual harassment complaints. If it is determined that inappropriate conduct has been committed by a College employee, such action as is appropriate under the circumstances will be taken. Such action may range from counseling to termination from employment, and may include such other forms of disciplinary action as deemed appropriate under the circumstances.