



SNU Policy: Workplace Harassment Policy

SNU Policy ID: Work Performance E-8

Policy Reviewed by: Director of Human Resources

Approval Authority: Senior Vice President for Business and Finance

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I. Purpose

It is the intent of Southern Nazarene University (“SNU” or the “University”) to provide a workplace free of any form of discrimination, harassment, or retaliation, and in doing so establish an environment that will allow every employee to be valued and treated fairly with dignity and respect in alignment with our Christian heritage.

II. Policy

Unwelcomed, harassing conduct will not be tolerated at Southern Nazarene University. SNU will strive to create an environment in which employees feel free to raise concerns and are confident that those concerns will be addressed in a timely manner, without fear of retaliation.

III. General

Harassment is a form of employment discrimination that violates Title VII of the Civil Rights Act of 1964 (as amended), the Age Discrimination in Employment Act of 1967 (ADEA), the Americans with Disabilities Act of 1990 (ADA), the Genetic Information Nondiscrimination Act of 2008 (GINA), the Uniformed Services Employment and Reemployment Rights Act (USERRA), and/or the Oklahoma Anti-Discrimination Act.

SNU strictly prohibits and does not tolerate unlawful harassment against employees and other covered persons (including students, visitors, vendors, contractors, and other workers) based on race, sex (including pregnancy), age, color, national or ethnic origin, disability, genetic information, and veterans' status past, current, or prospective service in the uniformed services. Sexual harassment (including unwelcome sexual advances, requests for sexual favors, and other conduct of a sexual nature) is also unlawful and falls under the University’s [**Policy and Procedure Work Performance E-5 Sexual Misconduct Policy**](#). Harassment becomes unlawful where: (1) enduring the offensive conduct becomes, either explicitly or implicitly, a term or condition of continued employment or the basis for employment decisions, or (2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive. Harassment is prohibited both at the workplace and at University-sponsored events.



Petty slights, annoyances, and isolated incidents (unless extremely serious) will not rise to the level of illegality. To be unlawful, the conduct must be pervasive and create a work environment that a reasonable person would consider intimidating, hostile, or offensive.

Offensive conduct may include, but is not limited to, offensive jokes, slurs, derogatory comments, epithets or name calling, physical assaults or threats, inappropriate physical contact, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures, and interference with work performance. Harassment includes bullying, intimidation, direct insults, malicious gossip and victimization and can occur in a variety of circumstances, including, but not limited to, the following:

- The harasser can be the victim's supervisor, a supervisor in another area, an agent of the University, a co-worker, or a non-employee.
- The victim does not have to be the person harassed, but can be anyone affected by the offensive conduct.
- Unlawful harassment may occur without economic injury to, or discharge of, the victim.
- Sabotaging someone's work on purpose.
- Starting or spreading rumors about a person's personal life.
- Ridiculing someone in front of others or singling them out to perform tasks unrelated to their job (e.g. bringing coffee) against their will.

IV. Prevention and Reporting

Prevention is the best tool to eliminate harassment in the workplace. Employees will be trained to recognize, prevent, and report workplace harassment within thirty (30) days of employment and every two (2) years thereafter. Employees are encouraged to take appropriate steps to prevent and correct unlawful harassment in accordance with SNU's [Policy and Procedure General Information A-5 Grievance Policy](#). Employees are encouraged to inform the harasser directly that the conduct is unwelcome and must stop. Employees should also report harassment to management or Human Resources at an early stage to prevent escalation.

It is an essential responsibility for every employee to report any incidents of actual or perceived sexual harassment or other harassment. This includes harassment directly involving the employee, or where the employee is only a witness. If you are subjected to conduct you believe violates this policy, or if you witness any such conduct, you must promptly report it. An employee or student can file their claims of workplace harassment, incidents of potential bias and/or discrimination, claims of sexual harassment or violations of Title IX, bullying of any



kind, or any other major concerns with Work Shield, LLC (“Work Shield”). Work Shield administers the University’s Harassment and Discrimination Protection Plan impartially and independently investigates each incident report, and then provides a recommended course of action to the University about each incident. Because Work Shield administers this process independently, the University does not control the intake, investigation, or reporting of an incident. Supervisors and managers who observe or learn of harassing conduct must report it to Human Resources or Work Shield so that an investigation can be conducted. An employee or student can file an Incident Report Form online, at snu.workshieldportal.com, or by calling the 24/7 toll-free Call Center at 866.946.5558. Reports should be as detailed as possible, including the names of all individuals involved and any witnesses, the dates and locations of the conduct, and a description of the conduct.

A prompt and thorough investigation of the alleged incident will be conducted to the extent possible, and appropriate corrective action will be taken if warranted. To the extent consistent with an adequate investigation and appropriate corrective action, any complaints of harassment will be treated with as much confidentiality as practicable. However, the University cannot guarantee complete confidentiality where disclosure is necessary to investigate and address the complaint.

SNU will not in any way retaliate against an employee, potential employee, or former employee who, in good faith, makes a complaint or report of harassment, or participates in the investigation of such a complaint or report. Retaliation against any individual for in good faith reporting a claim of harassment or cooperating in the investigation will not be tolerated and will itself be subject to appropriate disciplinary action.

Failure of an employee to comply with this policy shall constitute grounds for disciplinary action, up to and including termination of employment. Employees who are unsure whether a workplace harassment violation has occurred should contact Human Resources for guidance. Malicious or knowingly false reporting could result in disciplinary action, including termination of employment.

Nothing in this policy shall be construed in derogation of the University’s employment-at-will policy.