



SNU Policy: All Encompassing Reporting

SNU Policy ID: General Information A-10

Policy Reviewed by: Director of Human Resources

Approval Authority: Vice President for Business and Finance

Approval Date: August 1, 2023

Next Review Date: August 1, 2028

We value the worth and dignity of all people. We strive to be a culturally responsive community where all members are respected, valued, and appreciated. We believe all people are made in the image of God and a diverse community valuing the contributions of every person is essential to SNU and the Kingdom of God. Therefore, abstaining from racism of any kind, discrimination, hate speech, bullying of any kind, or a public disregard for any individual or group is expected. Loving others as ourselves is our goal, so treating all others with value, respect, compassion, cultural humility, and responsiveness is expected. Part of the responsibility to our community is providing a safe, non-threatening tool and process to report workplace harassment and discrimination.

The Southern Nazarene University Employer Harassment and Discrimination Protection Plan (the “EHP Plan”) provides a safe and secure platform for faculty, staff and students who need to seek assistance with 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 concern. Instead of reaching out to your human resources department, manager, or your supervisor, and as set forth in this All Encompassing Reporting supplement to the employee handbook. 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 EHP Plan impartially and independently investigates each incident report, and then provides a recommended course of action to Southern Nazarene University (the “University”) about each incident. This way, the University does not control the intake, investigation, or reporting of an incident. As provided to you on Work Shield’s Digital ID Card as well as identified on the Work Shield breakroom posters, you can file an Incident Report Form (“IRF”) online, at snu.workshieldportal.com, or you may also call the 24/7 toll-free Call Center at 866.946.5558.

The EHP Plan cannot anticipate every situation or answer every question about every complaint/concern. From time to time, circumstances will undoubtedly require that the policies, practices, and benefits described in the EHP Plan be changed. Accordingly, the University and Work Shield each reserve their right to modify, supplement or rescind any provision of the EHP Plan as the deem necessary. If any changes to the EHP Plan become necessary, the University will endeavor to notify faculty, staff and students of such changes by distributing revised pages. When new policies are added or existing policies are changed, the most recent policy shall prevail and

govern any new action taken. Furthermore, coverage under the EHP Plan continues until 18 months post-termination of employment, as set forth under the EHP Plan.

Important: Faculty and Staff are encouraged to reach out to the Human Resources department, their area Vice-President, or their department manager, or Their supervisor for guidance on University policy and procedures concerning an individual's complaint. However, reporting to any of these individuals will not be considered a formal complaint. You must file an IRF in order to have any 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 concern issue addressed and/or resolved. This is the administrative remedy available to all employees, faculty, and Students.

Retaliation: The University will take reasonable action to assure that the complainant, the alleged offender, and those testifying on behalf of either party or supporting either party in other ways are protected from retaliation. This action may come at any time during or following an investigation of a complaint. Persons who retaliate will be subject to disciplinary action.

Students, faculty and staff may also reference the [Workplace Harassment Policy](#) and the [Title IX-Sexual Harassment Policy](#) .