

**SNU Policy: Workplace Harassment Policy**

**SNU Policy ID: Work Performance E-8**

**Policy Reviewed by: Director of Human Resources**

**Approval Authority: Vice President for Business and Finance**

**Approval Date: February 22, 2018**

**Next Review Date: February 22, 2023**

**I. Purpose**

It is the intent of Southern Nazarene 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 and amended in 1973 and 1991, the Age Discrimination in Employment Act of 1967, (ADEA), the Americans with Disabilities Act of 1990, (ADA), and The Genetic Information Nondiscrimination Act of 2008, (GINA).

Harassment is unwelcome conduct that is based on race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information. 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 a condition of continued employment, or 2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive. Anti-discrimination laws also prohibit harassment against individuals in retaliation for filing a discrimination charge, testifying, or participating in any way in an investigation, proceeding, or opposing employment practices that they reasonably believe discriminate against individuals, in violation of these laws.

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 would be intimidating, hostile, or offensive to reasonable people.

Offensive conduct may include, but is not limited to, offensive jokes, slurs, epithets or name calling, physical assaults or threats, 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 employer, 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 days of employment and every two 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 at an early stage to prevent its 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. Every employee must consider the obligation to report harassment as an essential function of their job. 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 Employer Harassment and Discrimination Protection 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. An employee or student can file an Incident Report Form online, at [snu.workshieldportal.com](http://snu.workshieldportal.com), or you may also call the 24/7 toll-free Call Center at 866.946.5558.

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 adequate investigation and appropriate corrective action, any complaints of harassment will be treated as confidential.

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 of same will not be tolerated and will itself be subject to appropriate discipline.

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

Nothing herein shall be construed in derogation of the University employment-at-will policy.