



## **Anti-Harassment Policy**

The law does not permit, nor will Indiana Wesleyan University tolerate, harassment of employees by other employees, or by the public or vendors. Likewise, the University will not tolerate harassment of the public or vendors by any IWU employee.

This includes harassment on the basis of race, sex, religion, age, national origin, disability or medical condition, veteran status or citizenship status.

Specifically included in this policy is a commitment to provide a workplace free of sexual harassment. Sexual harassment may include but is not limited to:

Unsolicited and unwelcome comments or conduct of sexual nature or that are demeaning to women or men as a group (for example, offensive or vulgar jokes, name-calling, comments about one's body or sex life, stereotyping conduct based on a person's sex, touching, patting, pinching, indecent exposure, physical gestures, or displaying sexually explicit photographs or objects that might interfere with a reasonable person's work);

Unsolicited and unwelcome demands or requests for sexual favors or social or sexual encounters;

An explicit or implicit promise of preferential treatment with regard to a person's employment in exchange for sexual favors or sexual activity; and

The use of an employee's or applicant's submission to or rejection of such conduct as the basis for making, influencing, or affecting an employment decision that has an impact upon the terms and conditions of the individual's employment (for example, hiring, firing, promotion, demotion, compensation, benefits, or working conditions).

### **REPORTING PROCEDURES**

If you believe you are being subjected to conduct or comments that violate this policy, or if you observe harassment of another employee or university constituent, immediately tell the person displaying offensive behavior to stop. He or she may not be aware that his or her conduct is unwelcome or offensive.

**We encourage employees to immediately report any incident of harassment to (1) their supervisor or manager, (2) Vice President, and/or (3) the Executive Director for Human Resources, even if you have discussed it directly with the individual(s) involved.**

### **UNIVERSITY PROCEDURES**

All employees are assured that ***prompt*** action will be taken to investigate and resolve complaints and that the University is firm in its commitment to eliminate such conduct from the workplace. Given the nature of this type of conduct and the serious effects such conduct can have on the person harassed and the accused, the University treats alleged violations of this policy seriously and, to the extent possible, confidentially and expects all individuals to treat alleged violations in the same responsible manner.

All members of management are held accountable for the effective administration of this policy. Should a supervisor be advised of an infraction of this policy, or have first-hand or second-hand knowledge of a

potential infraction, the supervisor should immediately report the matter to her or his supervisor or to their respective vice president.

Failure to report conduct or comments that may be deemed an infraction of this policy will subject the supervisor to disciplinary action up to and including discharge.

### ***PROTECTION AGAINST RETALIATION***

Retaliation and/or discrimination against an employee or university constituent that complains of harassment is strictly prohibited and will not be tolerated. If you believe that you have been retaliated against because you have complained of harassment, please utilize the "Reporting Procedures" as specified above.

### ***QUESTIONS?***

If you have further questions regarding this policy or the complaint process, please contact the Human Resources Department at (765) 677-2117.