

University Enterprises, Inc. Policies and Procedures		Policy No. 620
Section:	Human Resources	
Policy:	Unlawful Harassment	
Revised Date:	December 11, 1998	

Unlawful Harassment

I. PURPOSE

To prohibit unlawful harassment.

II. SCOPE

This policy applies to all University Enterprises, Inc. (UEI) employees.

III. POLICY

It is the policy of UEI to provide a work environment free from inappropriate or discriminatory insult, intimidation, or harassment based on the following categories: a person's race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation. Harassment of anyone in or from UEI on the basis of one or more of these categories is strictly prohibited.

This policy also prohibits any act of retaliation against an employee for reporting alleged violation(s) of this policy or for participating in the investigation of an unlawful harassment complaint.

IV. DEFINITIONS

Prohibited harassment includes but is not limited to the following:

Verbal Harassment: Epithets, derogatory comments or slurs based upon one of the categories above;

Physical Harassment: Assault, impeding or blocking movement, or any physical interference with normal work or movement when directed at an individual based upon one of the categories above;

Visual Forms of Harassment: Derogatory posters, pictures, cartoons, or drawings based upon one of the categories above.

V. PROCEDURES

- A. Supervisor's Responsibilities: Each supervisor has the responsibility of maintaining a work environment free of harassment based on the categories above. This responsibility includes discussing this policy with employees and assuring them that they are not required to endure offensive, degrading, or exploitive treatment or any other form of harassment based on one of the categories above.
- B. Reporting:
 1. Any incident of discriminatory insult, intimidation, or harassment based on any of the categories above should be promptly reported to any supervisor, department director, project director; Director, Human Resources or the Executive Director.

2. Each complaint will be investigated as quickly and as confidentially as is practicable to determine if this policy has been violated. All investigations will be conducted in a manner designed to maintain confidentiality and the privacy of the concerned parties.
 3. The complainant may not be required to meet with the alleged harasser.
- C. Resolution: After investigation, if UEI finds that unlawful harassment has occurred, it may first work to resolve the matter informally. Appropriate confidentiality will be respected.
- D. Discipline: Any employee who is found to have violated this policy will be disciplined. Disciplinary actions may range from reprimand to discharge from employment, depending upon the specific circumstances.

VI. RELATED POLICIES

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| Policy No. 605 | Standards of Conduct |
| Policy No. 635 | Employee Discipline |
| Policy No. 705 | Complaint Procedure |