

University Enterprises, Inc. Policies and Procedures		Policy No. 625
Section:	Human Resources	
Policy:	Sexual Harassment	
Revised Date:	December 11, 1998	

Sexual Harassment

I. PURPOSE

To prohibit sexual harassment.

II. SCOPE

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

III. POLICY

It is the policy of UEI to maintain a work environment free from inappropriate and unwelcome sexual conduct, including unlawful sexual harassment. Sexual harassment of UEI employees, by any person in or from the workplace, in any form, is prohibited. Sexual harassment or any other inappropriate, unwelcome sexual conduct may lead to disciplinary action including termination of employment.

IV. DEFINITIONS

Prohibited Sexual Harassment includes but is not limited to conduct that is sexual in nature and unwanted by the person toward whom it is directed. Prohibited conduct includes unwanted sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature.

Unwelcome sexual advances or other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. submission to such conduct is made either expressly or by implication a term or condition of an individual's employment;
2. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual; or when
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance; creating an intimidating, hostile, or offensive working environment; or adversely affecting the employee's performance, evaluation, advancement, assigned duties, or any other condition of employment, or career development.

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 a sexual harassment complaint.

Examples of Sexual Harassment: Other examples of sexual harassment include unwelcome sexual flirtations or propositions, verbal abuse of a sexual nature, graphic verbal comments about an individual's body, sexually degrading words used to describe an individual, and/or the display in the work environment of sexually suggestive objects or pictures such as derogatory posters, jokes, cartoons, or calendar illustrations.

V. RESPONSIBILITIES

Each supervisor, project director, and department director has the responsibility of maintaining a work environment free of inappropriate, unwelcome sexual conduct including sexual harassment. This responsibility includes discussing this policy with employees and informing them of the procedures to follow regarding unwelcome sexual behavior.

VI. PROCEDURES

A. Supervisors' Responsibilities:

1. Each supervisor has the responsibility of maintaining a work environment free from inappropriate or unwelcome sexual conduct as discussed above.

B. Reporting:

1. An employee who feels that he or she has been or is being sexually harassed, or who is aware of or suspects the occurrence of sexual harassment, or who desires counseling on coping with inappropriate, unwelcome sexual conduct including sexual harassment should immediately contact the Director, Human Resources or the Executive Director. If the Executive Director is alleged to have violated this policy, contact the chair of the Board of Directors.
2. Each complaint will be investigated as quickly and as confidentially as is practicable in order 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 parties concerned.
3. The complainant may not be required to meet with the alleged harasser.

VII. RESOLUTION

Any employee found to have violated this policy will be disciplined according to the nature and severity of the offense. Remedial and disciplinary measures that may be taken range from counseling to discharge from employment.

VIII. RELATED POLICIES

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| Policy No. 605 | Standards of Conduct |
| Policy No. 635 | Employee Discipline |