

# HR 800 HARASSMENT POLICY

Revision Date: 1/1/2008

HR 800.1

## Harassment Policy

POLICY
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### Policy Statement

Morehouse College prohibits and will not tolerate action and/or behavior of a harassing nature. This includes both sexual and discriminatory harassment and related retaliation. **Any member of the student body, faculty or staff found to be in violation of this policy will be subject to disciplinary action, which may include, but is not limited to, written warning/reprimand, suspension or dismissal.** Any individual who has questions about what constitutes harassing behavior or what conduct is prohibited by this policy should discuss them with the Office of Human Resources.

### Definitions

#### Discriminatory Harassment

*Discriminatory harassment* is defined as verbal or physical conduct directed toward an individual solely because of his or her gender, race, nationality, religion, creed, age, disability, citizenship and/or presumed or actual sexual orientation that (a) stigmatizes the individual as known by the speaker to invoke strong visceral contempt of other human beings, and is likely to invoke violence or imminent harm, or (b) is of a continual nature such that it creates an intimidating, hostile or offensive working, academic or campus environment or unreasonable interference with an individual's work or academic performance.

#### Sexual Harassment

The College adopts the definition of sexual harassment as set forth by the Equal Employment Opportunity Commission guidelines, modified, in part, to meet the needs of the academic setting. *Sexual harassment* is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or participation in an academic program or activity;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting that individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive working, academic or campus environment.

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Harassment may (a) occur as a result of a power relationship, as in supervisor/supervised or faculty/student, or (b) arise from the creation of a hostile environment by another person, including one's peers or subordinates.

#### Harassment

As used herein, *harassment* means discriminatory harassment and/or sexual harassment. Harassment does not include verbal or written expressions that are relevant and appropriately related to course subject matter or curriculum, and this policy does not abridge academic freedom or the College's educational mission.

Harassment of employees/students in connection with their work or school by non-employees or non-students is also a violation of this policy. Any employee/student who experiences or observes any harassment of an employee/student by a non-employee/non-student should report such harassment.

<b>PROCEDURE</b>
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#### Reporting a Complaint

The College's internal procedures are intended to address, promptly and fairly, concerns and complaints about harassment at the College. If you feel that you are being harassed, you should tell that individual how you feel.

We also ask that you report the matter immediately. Undue delay may seriously hinder the College's ability to promptly review and investigate such allegations. The College is serious about enforcing its policy against harassment. However, Morehouse cannot resolve a harassment problem unless it knows about it. Therefore, it is your responsibility to bring any such problems to Morehouse's attention so that the College can take whatever steps are necessary to correct it. You should report the problem immediately to one of the following individuals:

1. Wayne Crosse  
Associate Vice President for Human Resources  
Morehouse College, Gloster Hall  
830 Westview Drive, S.W.  
Atlanta, Georgia 30314  
(404) 653-7779  
[wcrosse@morehouse.edu](mailto:wcrosse@morehouse.edu)

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2. Juanita Kendrick  
Human Resources Manager  
Morehouse College, Gloster Hall  
830 Westview Drive, S.W.  
Atlanta, Georgia 30314  
(404) 653-7777  
jkendric@morehouse.edu
  
3. Tonya Newell  
Human Resources Analyst  
Associate Vice President for Human Resources  
Morehouse College, Gloster Hall  
830 Westview Drive, S.W.  
Atlanta, Georgia 30314  
(404) 653-7776  
tnewell@morehouse.edu

If you make an oral complaint, you will be asked to give a written statement. Your written statement should be signed by you and should include the following:

1. Details concerning the incident(s) or conduct giving rise to the complaint;
2. Date(s) and location(s) of incidents;
3. Any witness(es) to the alleged incident or conduct; and
4. Action requested to resolve the complaint and prevent future violations.

Complaints will be addressed as confidentially as possible.

#### **Protections for Participants**

Retaliation against a person who expresses a complaint in good faith may lead to disciplinary action against the offender(s).

**EMPLOYEE'S ACKNOWLEDGEMENT OF POLICY AGAINST HARASSMENT**

I acknowledge that I have received a copy of Morehouse College's POLICY AGAINST HARASSMENT. I have read or will read this policy and will comply with it. If I believe the policy has been violated in any way, I will report it immediately to one of the individuals listed in the policy. I understand that any violation of this policy may be grounds for immediate termination.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

**PLEASE SIGN THIS PAGE AND TURN IT IN.  
RETAIN THE POLICY ITSELF FOR YOUR RECORDS.**

**ACKNOWLEDGEMENT OF POLICY AGAINST HARASSMENT  
FOR FACULTY, SUPERVISORS, OR MANAGERS**

As a faculty member, manager or supervisor, I acknowledge receipt of the attached copy of Morehouse College's POLICY AGAINST HARASSMENT. I understand the policy applies to faculty, managers and supervisors as well as other employees.

I understand that the College's policy on Consensual Relationships (found in the Staff Handbook) requires that if a consensual relationship should develop between a supervisor and a supervisee, where a power differential exists, the supervisor should report the matter, as soon as possible, to his or her immediate supervisor. I understand that questions might later arise regarding whether the relationship was consensual. I know that failure to comply with the College's policy on Consensual Relationships can lead to disciplinary action up to and including dismissal.

I further understand that although Morehouse recognizes that two consenting adults should be free to conduct a personal relationship if they so wish, romantic and/or sexual relationships between employees and students is prohibited and will subject an employee in such a relationship with a student to discipline up to and including termination.

I agree to immediately report any act, allegation or rumor of harassment to one of the individuals listed in the policy. I will support appropriate corrective action, including investigation of the claims, and I will not penalize any person who has reported the existence of such improper conduct.

I understand that because I am a manager or supervisor, Morehouse could be held responsible for acts of harassment that I commit, condone, tolerate or fail to bring

forward for investigation. Therefore, if I know of or have reason to know of any act of harassment or the existence of a hostile, intimidating or offensive work environment at Morehouse College and I fail to report it, both Morehouse College and I can be placed in jeopardy.

Finally, I understand that if I violate any aspect of this policy, I will be subject to immediate termination and that I can be sued and held personally liable for my acts or omissions.

\_\_\_\_\_

Date

\_\_\_\_\_

Faculty/Manager/Supervisor's Signature

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