

Pacific Union College  
Harassment Policy  
and Procedures

Human Resources

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## Workplace Harassment Policy

### 1.30.1 Sexual Harassment

A work environment may be made uncomfortable and, in extreme cases, intolerable by sexual harassment. Employees, volunteers, and other individuals providing services to the College are prohibited from making unwelcome sexual advances, requesting sexual favors, or otherwise engaging in verbal, visual, or physical conduct with sexual implications. Such behavior can create an environment that reasonable people find intimidating, hostile, or offensive. Sexual harassment is not tolerated at the College. It is illegal, and it will result in appropriate discipline, up to and including dismissal.

### 1.30.2 Harassment Defined

Examples of conduct that may constitute sexual harassment include, but are not limited to, sexually suggestive verbal (oral or written) or visual harassment or abuse (e.g., degrading sexual comments, unwelcome propositions, and offensive sexually oriented jokes and materials), unwelcome requests for sexual favors or activity, and inappropriate touching of a sexual or abusive nature (e.g., pinching, hugging, patting, or repeated brushing against another's body). Other examples may include any suggestion, threat, or action that makes the affected individual's employment, work-related opportunities, or benefits subject to submission to sexual demands, harassment, or sexually offensive conduct.

Such behavior will constitute harassment in violation of this policy when:

- a. submission to such conduct is made, either explicitly or implicitly, a term or condition of employment,
- b. submission to or rejection of such conduct is used as the basis for an employment decision, or
- c. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Intimidation of employees reporting harassment, or retaliation against them, is prohibited. The College is sensitive to privacy issues and will not unnecessarily divulge to third parties any information relating to harassment complaints, investigations, and corrective actions.

### 1.30.3 Initial Action

Anyone who feels that another person is harassing him or her should request without delay that the offending behavior be stopped. If the action perceived as offensive was indeed unintentional or innocent, simply drawing the offender's attention to it should resolve the problem. If the offending behavior persists, however, or if the person feeling harassed is uncomfortable in confronting the offender, he or she should follow the complaint procedure outlined below.

### 1.30.4 Complaint Procedure

Employees who believe that they have been harassed by

supervisors, fellow employees, clients, or nonemployees should immediately follow this complaint procedure:

- a. Report the offense immediately (within 24 hours, if possible) to facilitate prompt follow-up and any necessary investigation.
- b. Report to the department director, the Human Resources Director, or the immediate supervisor of the person the complainant feels has engaged in prohibited harassment.
- c. Submit the complaint orally or in writing. (Oral complaints must be written and signed by the complainant before a formal investigation begins.)

### 1.30.5 Investigation Process

The Human Resources Director will confer with all involved persons attempting to determine with appropriate objectivity whether an act of harassment did occur.

- a. If the facts presented appear to justify further investigation or action, the Human Resources Director will appoint a three-member investigative team of persons appropriate to the type of alleged harassment. The team will obtain written statements and will seek to define and remedy the problem.
- b. If the investigating team determines that the complaint of harassment is valid, immediate and appropriate disciplinary action will be taken. Depending on the severity of the offense, the discipline may range from a written warning to the offender (with a copy to his or her personnel file) to relocation, suspension, or termination of employment. The offender may respond in writing to any written warning or discipline. That written response will be placed in the offender's personnel file.
- c. The Human Resources Director (or designee) will then explain to the complainant what type of action has been taken.

### 1.30.6 Confidentiality

During the sequence of complaint, investigation, and (if necessary) disciplinary action, personnel responsible for investigating an alleged incident of harassment will do their work as expeditiously as care and thoroughness will allow, and as confidentially and as objectively as possible. Because of the sensitive nature of allegations of harassment, both those interviewed and those on the investigating team will be instructed to respect the rights of privacy of all participants by refraining from divulging information to third parties except as required by law. They will also be asked and expected to refrain from any retaliatory behavior.

### 1.30.7 Supervisor's Reporting Responsibility

All supervising employees of the College who are aware of incidents of harassment in the workplace are responsible for reporting such incidents to the Human Resources Director (or designee), President, Vice-President, supervisor, department chair or director, or another official for investigation.

### 1.30.8 False Allegations

Unfounded allegations of sexual or other harassment can irreparably damage one's reputation and can limit an employee's ability to perform his or her duties. Therefore, though the College encourages individuals to report incidents of offensive behavior that they sincerely perceive as harassment, any employee who maliciously brings false allegations of harassment will be subject to disciplinary action, which may range from a written warning (a copy of which is placed in the employee's personnel file) to relocation, suspension, or termination of employment.

### 1.30.9 Non-Sexual Harassment

Actions or words involving slurs and other verbal or physical conduct relating to an individual's race, color, religion, gender (excluding harassment that is sexual in nature), national origin, age, or disability, may constitute harassment when such conduct:

- a. has the purpose or effect of creating an intimidating, hostile, or offensive working environment,
- b. has the purpose or effect of unreasonably interfering with another's work performance, or
- c. otherwise adversely affects an individual's employment opportunities. Employees, volunteers, and others providing services to the College are prohibited from engaging in such actions, which are intolerable and illegal and will result in appropriate discipline, up to and including dismissal. If such action persists or if the person feeling harassed is uncomfortable in confronting the offender, the complaint procedure outlined above should be followed.

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