

PURPOSE: TO STRESS BRENAU'S STRONG OPPOSITION TO HARASSMENT AND IDENTIFY THE COMPLAINT PROCEDURES AS WELL AS THE PENALTIES THAT COULD BE IMPOSED FOR HARASSING CONDUCT OR BEHAVIOR.

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#### A. VERBAL OR PHYSICAL HARASSMENT

Brenau University promotes a productive work environment and does not tolerate verbal or physical conduct by any employee that harasses, disrupts, or interferes with another's work performance or that creates an intimidating, offensive, or hostile environment.

#### B. SEXUAL HARASSMENT

*Harassment on the basis of sex is a violation of Title VII of the Civil Rights Act of 1964.*

*Sexual harassment is defined as unwelcomed sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made, either explicitly or implicitly, a requirement of employment or (2) submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting such 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. Brenau will not condone harassment of any kind of its students or employees. All employees, including supervisors, faculty and executives, will be subject to severe corrective action, up to and including discharge, for acts of sexual harassment.*

#### REPORTING

Any employee who feels victimized by sexual harassment should report the harassment to their direct supervisor and the Director of Human Resources immediately. If the employee's supervisor is the source of the alleged harassment, the employee should report the problem to the Director of Human Resources who may notify the Senior VP for Administration/CFO of the incident.

A fair process shall be observed in which the rights of both the complainant and the accused are respected. Thus, the supervisor and Director of Human Resources will attempt to clear up any possible mis-communication or mis-understandings by discussions with both the complainant and the accused (separately or as a group). The matter of alleged harassment may be resolved at this point through reaching a clearer understanding of the issues with both parties. If not, or if it is in the best interests of the university to conduct a more thorough investigation, the matter shall be pursued formally following the sequence outlined below:

1. The complainant and the accused shall both write a detailed description of the incident including but not limited to, date and place of the alleged incident as well as the names and addresses of all witnesses. The statements must be submitted to the Director of Human Resources and all complaints must be filed within one month of the alleged offense.
2. The Director of Human Resources shall call a meeting involving the supervisor, the Director of Human Resources, the complainant and the accused. During this meeting, the Director of Human Resources will encourage an open discussion, in which both parties involved in the complaint may read the written statements of the other and hear a description of the situation from the other's point of view in an effort to resolve the complaint. If this does not bring about a resolution of the conflict or it is determined that administrative action is necessary in order to serve the best interests of the university, then the complaint will be escalated to the next level.

3. The Senior VP for Administration/CFO, the area vice president and the Director of Human Resources will jointly attempt to resolve the dispute within the operational parameters of their offices.
4. If resolution is still not possible, the area vice president shall convene a three (3) person committee comprised of members of the complainant's peers to investigate and make a recommendation of remedial action to the area vice president, the Director of Human Resources and the Senior VP for Administration/CFO.
5. A recommendation of remedial action may include, but is not limited to, the following: no action taken, a warning, documentation in the individual's permanent personnel record, or dismissal of the employee.

#### C. STUDENT-EMPLOYEE RELATIONSHIPS

Brenau will not condone harassment directed toward students or emanating from students. All employees, including supervisors, faculty and executives, will be subject to severe corrective action, up to and including discharge, for acts of harassment.

The formation of close emotional/sexual ties between staff and students presents a formidable barrier to the furtherance of academic performance. Accordingly, "dating" or any undue familiarity or unprofessional behavior between students and an employee of Brenau is strictly prohibited.

Reports of harassment from students are to be reported as outlined in the Student Handbook. Students determined to be in violation of the harassment policy will be subject to the student judicial system as outlined in the Student Handbook.