

**PACIFIC UNION COLLEGE  
WORK PLACE HARASSMENT POLICY**

**3.4.10.1 SEXUAL HARASSMENT**

A work environment may be made uncomfortable and, in extreme cases, intolerable by sexual harassment. Employees, volunteers, and others providing services to Pacific Union 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.

Conduct that may constitute sexual harassment may include, but are not limited to, sexually suggestive verbal (oral or written) or visual harassment or abuse (for example, 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 (for example, 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 behaviors constitute harassment in violation of this policy when (1) submission to such conduct is made, either explicitly or implicitly, a term or condition of employment; (2) submission to or rejection of such conduct is used as the basis for an employment decision; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance, or of creating an intimidating, hostile, or offensive working environment.

**3.4.10.2 PROHIBITION AGAINST RETALIATION AND PROTECTION OF PRIVACY**

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.

**3.4.10.3 INITIAL ACTION FOR PERCEIVED HARASSMENT**

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 in 3.4.10.4.

**3.4.10.4 REPORTING AND RESOLVING INCIDENTS OF HARASSMENT**

COMPLAINT PROCEDURE

Employees who believe that they have been harassed by supervisors, fellow employees, clients, or non-employees should immediately follow the complaint procedure outlined here.

1. To facilitate prompt follow-up and any necessary investigation, the victim of an incident of harassment should report the offense immediately (within 24 hours, if possible).
2. The complainant should report to the department director, to the Human Resources Director, or the immediate supervisor of the individual who the complainant feels has engaged in prohibited harassment activities.
3. The complaint may be oral or written. (Oral complaints must be written and signed by the complainant before a formal investigation is begun.)

## INVESTIGATION PROCESS

College Officers will take the following steps to investigate an incident of alleged harassment:

1. The Human Resources Director will confer with all involved persons to seek to determine with appropriate objectivity, if an act of harassment did occur.
2. If the Human Resources Director judges the facts presented justify further investigation or action by a team of investigators, a three-member team of persons, appropriate to the type of alleged harassment, will be appointed. Written statements will be obtained during the investigation. The investigating team will seek to define and remedy the reported problem.
3. If it is determined 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 given to the offending individual (with a copy placed in his or her personnel file) up to relocation, suspension, or termination. The offending individual may respond in writing to any written warning and discipline. A copy of the written response will be placed in the offending individual's personnel file.
4. The Human Resources Director (or designee) will then notify the complainant that corrective action has been taken.
5. During the sequence of complaint, investigation, and (if necessary) disciplinary action, personnel responsible for investigating an alleged incident of harassment will do their work confidentially; do it as expeditiously as care and thoroughness will allow; and do it as objectively as possible. Because of the sensitive nature of allegations of harassment, both interviewed and those serving on the investigating team, will be instructed to respect the rights of privacy of all participants by refraining from divulging information to third parties. They will also be asked and expected to refrain from any retaliatory behavior.

### **3.4.10.5 SUPERVISOR REPORTING RESPONSIBILITIES**

All supervising employees of Pacific Union 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.

### **3.4.10.6 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 harassment, or offensive behavior that they sincerely perceive to be such, any employee who maliciously brings false allegations of harassment will be subject to disciplinary action. This 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.

### **3.4.11.1 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 can constitute harassment when such conduct

1. has the purpose or effect of creating an intimidating, hostile, or offensive working environment;
2. has the purpose or effect of unreasonably interfering with an individual's work performance; or
3. otherwise adversely affects an individual's employment opportunities.

Employees, volunteers, and others providing services to the College are prohibited from engaging in such actions. These actions are intolerable and illegal, and they 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 in 3.4.10.4 (above) should be followed. (See also sections 3.4.10.2, .3, .5, and .6.)