

POLICY ON HARASSMENT

The college seminary is committed to providing an environment free of any kind of harassment. In keeping with this commitment, the college will not tolerate harassment of its students or employees by anyone, including any supervisor, co-worker, student or vendor of the college seminary.

Harassment consists of unwelcome conduct, whether verbal, physical or visual, that is based on a person's protected status, such as sex, color, race, ancestry, national origin, age, physical handicap, mental condition, disability, marital status, veteran status, citizenship status or other protected group status. The college seminary will not tolerate harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual's work or scholastic performance, or that creates an intimidating, hostile or offensive environment.

Sexual Harassment

Sexual harassment deserves special attention. Unwelcome sexual advances, requests for sexual favors, and other physical, verbal or visual conduct based on gender constitute sexual harassment when:

- submission to the conduct is an explicit or implicit term to maintain one's employment, admission or academic evaluation;
- submission to or rejection of the conduct is used as the basis for any status decision, including that for personal or academic evaluations affecting such individuals;
- the conduct has the purpose or effect of unreasonable interfering with an individual's performance or creates an intimidating, hostile or offensive environment.

Sexual harassment may include, but is not limited to, explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", practical jokes, jokes about gender-specific traits, foul or obscene language or gestures, display of foul or obscene printed or visual material, and physical contact such as patting, pinching or brushing against another's body.

Investigation of Complaints

All college seminary employees are responsible for helping to assure that we avoid harassment. Any person who feels that he/she has experienced or witnessed harassment, must notify his/her immediate supervisor or department head at once. However, if the immediate supervisor is the individual who is being accused of the harassment, the offended party is to notify any other supervisor or department head, the Rector or the Vice-Rector immediately. The college seminary forbids retaliation against anyone who has reported harassment.

It is the policy of the college seminary to investigate all such complaints thoroughly and promptly. To the fullest extent practicable, the college seminary will keep complaints and the terms of their resolution confidential. If an investigation confirms that harassment has

occurred, the college seminary will take corrective action, including such discipline up to and including immediate termination, as is appropriate.

Procedures

It is in the best interest of the college seminary, the students and the employees to resolve harassment matters as soon as possible. This shall be affected by a fair consideration of their problem(s) and a means of review and appeal, without prejudice, to higher levels of authority has been established. Complaints and grievances should be taken up in the following manner:

- The employee or student should first attempt to resolve the grievance informally by discussing it with their immediate supervisor. If this is not possible, or if the matter is not resolved to the employee's or student's satisfaction through informal discussion, the employee or student may proceed to the formal grievance stage by presenting the grievance in writing to the immediate supervisor.
- The employee should present to the immediate supervisor within three days after the occurrence of the matter, a written statement that tells briefly the facts constituting the complaint. These facts should include:
 - specifically what was done and when;
 - the names of the persons involved;
 - the action requested as a redress of the grievance. No grievance is eligible for processing unless it has met the criteria set forth above.
- The employee's or student's immediate supervisor must prepare a written response within three working days after receipt of the written grievance. A second meeting with the employee may or may not occur at this time.
- If this does not result in a satisfactory redress of the employee's or student's grievance, the employee or student may submit the written grievance to the appropriate administrator for a review and decision.
- If the employee's or student's grievance is still unresolved, the employee or student may submit the written grievance to the Rector/President of the college seminary. The decision of the Rector/President is binding.