

POINT PARK

U N I V E R S I T Y

3.14 Harassment Policy (Excerpt from Staff Handbook & Policy Manual)

Point Park University is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has a right to work and to matriculate in an atmosphere that promotes equal employment opportunities and prohibits discriminatory practices including harassment of any kind. Point Park University expects all relationships will be professional and free of bias, prejudice and harassment. The University prohibits harassment of its employees in any form—by supervisors, co-workers, students or suppliers.

Point Park University encourages the reporting of all perceived incidents of discrimination or harassment. It is the policy of Point Park to investigate all such reports. Point Park University prohibits retaliation against any individual who reports discrimination or harassment or who participates in an investigation of such reports.

Harassment may take the form of, but not be limited to, sexual harassment or harassment on the basis of protected characteristics. Sexual Harassment is explained in detail in the following section. Harassment based on protected characteristics is verbal or physical conduct that denigrates an individual because of his/her race, color, religion, sex, sexual orientation, national origin, age, disability, marital status, citizenship or any other characteristic protected by law or that of his/her relatives, friends or associates.

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

3.15 Sexual Harassment

Sexual harassment is prohibited by University policy and is also a violation of state, federal and local laws. It is also a violation of University policy and the law for anyone to retaliate against an employee, student or applicant who makes a claim of sexual harassment. All full and regular part-time staff employees are informed of the University's policy regarding sexual harassment and are required to complete a web-based training module.

Any individual who, after thorough investigation, is found to be responsible for sexual harassment is subject to disciplinary action for violation of University policy appropriate for the severity of the offense up to and including termination.

3.15.1 Definition of Sexual Harassment:

Sexual harassment is any unwelcome sexual advance; request for sexual favors; sexual demands; or other verbal, physical, or visual conduct of a sexual nature when:

- Submission to the conduct is either an explicit or implicit term or condition of employment;
- Submission or rejection of the conduct is used as a basis for an employment decision affecting the person rejecting or submitting to the conduct;
- The conduct has the purpose or effect of unreasonably interfering with an affected person's work performance, or creating an intimidating, hostile or offensive work environment.

Sexual harassment may also include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding," practical jokes, jokes about gender, specific traits, obscene language or gestures, displays of obscene material and physical contact such as patting, pinching or brushing against another's body. Sexual harassment does not refer to occasional compliments of a socially acceptable nature. Abusive language or hazing that is directed only toward a specific gender is harassment whether it is sexually explicit or not.

Point Park University bases its determinations relative to employment, training, compensation, and promotions on job-related qualifications in compliance with Equal Employment Opportunity laws and regulations that prohibit discrimination based on sex. We expect that all employees will treat each other with courtesy, dignity and respect. The University will exercise reasonable care to prevent or correct any sexually harassing behavior by conducting prompt and thorough investigations, providing training and enforcing appropriate disciplinary action.

Employees who experience or witness sexual harassment in the workplace must report it immediately to the Director of Human Resources or any

Executive Officer. All allegations will be investigated. To the extent possible, the employee's confidentiality and that of the witness and alleged harasser will be protected against unnecessary disclosure.

3.15.2 Complaint Process:

- If an employee feels that they are being harassed, they should let the harassing person know of their objections. If they find it difficult to do so or if their first objections did not correct the situation, they should report the problem to the Human Resources Director, their direct supervisor, or an Executive Officer.
- If the results of the informal action do not meet the needs of the complainant or the person processing the complaint, the following steps should be taken:
 1. The complainant shall file a written statement of the complaint as soon as possible following the occurrence, preferably within fifteen (15) days, to either the Director of Human Resources or an Executive Officer.
 2. The Director of Human Resources, or Executive Officer, as appropriate, shall investigate and respond to the complaint within fifteen (15) days after it is received unless additional time is needed to conduct a more thorough investigation.
 3. The complainant has the right to appeal to the University President within fifteen (15) calendar days after all procedural remedies have been completed and a final report issued.
 4. The University President shall normally respond to the appeal within fifteen calendar days unless additional time is needed. The President may elect to meet with the complainant or may elect to concur with the previous findings. Decisions resulting from any such appeal are final.

Student is required to sign below after reading the above policy carefully. The student's supervisor should also sign below with the agreement to make sure any type of inappropriate behavior is brought to HR's attention.

I have read, understand and agree with the above Harassment Policy. I acknowledge adhering to the above policy and failure to follow the policy could lead to termination of employment and possibly exclusion from the work-study or apprenticeship program(s).

Student name (print clearly)

Student Signature

Date

Please return this signed form to the HR office to be put on file upon completion of student's training. Thank you.

Supervisor Signature

Date