



Harassment Policy

John Carroll University is committed to maintaining a comfortable, productive work environment in which every employee is treated with respect. John Carroll University does not tolerate harassment based on sex, race, color, religion, national origin, age, disability, veteran status, or any other unlawful basis, whether by an employee (supervisor or co-worker) or non-employee (student, vendor, visitor, temporary hire or independent contractor). Harassment is prohibited at work, while on business involving the university, or while on John Carroll University property, by any employee or non-employee.

Harassment Defined

Harassment is defined as offensive or intimidating conduct of a verbal or physical nature, which has the purpose or effect of unreasonably interfering with an employee's working conditions or performance, creates a hostile, intimidating, or offensive work environment, or otherwise adversely affects employment opportunities.

Examples of Harassment

Jokes, derogatory expressions or comments, displays or circulation of graphics, cartoons or objects involving race, color, religion, sex, national origin, age, disability, or veterans status may be considered harassment.

Complaint Procedure

Employees who believe that they have been harassed are urged to report the incident immediately so that the complaint can be resolved quickly and fairly. All complaints or reports of harassment will not only be handled with discretion but will receive prompt attention and will be investigated so as to achieve appropriate resolution in an appropriate and timely manner.

Employees who feel they have been harassed:

- When possible, confront or address the harasser. Tell the person that their conduct is unwelcome, and ask the person to stop. Employees are not required to complain first to the person harassing them, and may go directly to the next step.
- Employees should provide a written or verbal complaint to their supervisor or division vice president; or they should submit the complaint directly to a member of the Office of Human Resources. Employees should do this as soon as possible after the incident. Include details of the incident(s), names of individuals involved, and the names of any witnesses. John Carroll University will not retaliate against employees for filing a complaint in good faith and will not tolerate or permit retaliation by supervisors, co-workers or non-employees.
- Supervisors should refer all harassment complaints to the Office of Human Resources, who will lead a prompt, thorough, and impartial investigation of the complaint, in as confidential a manner as possible. All complaints or reports of harassment will be investigated.

- A determination will be made by appropriate individuals regarding the resolution of the complaint. If warranted, corrective counseling, up to and including termination, will take place. At the university's discretion, other appropriate actions may be taken to correct problems caused by the conduct.

Questions regarding this policy against harassment or the procedure to follow should be directed to supervisors or to the Office of Human Resources.

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