

## **SEXUAL HARASSMENT**

### **I. SCOPE**

All employees.

### **II. POLICY**

Human progress is measured, among other things, by “the increasingly mature recognition of the purpose of work and increasingly universal respect for the rights inherent in work” (*Laborem Exercens*, 18). Among these rights is respect for the integrity and privacy of the person in the workplace. The University of St. Thomas acknowledges and protects this right and, therefore, does not tolerate any sexual harassment. Supervisors are expected to foster a working environment in which no person experiences “a lowering of dignity” owing to sexual harassment and everyone is free to be a productive, collaborative member of the University community.

No member of the University may sexually harass another. Any employee or student will be subject to disciplinary actions for violation of this policy.

### **III. PROCEDURE**

#### **1. Definition**

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or education; or,
- submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting such individual; or,
- such conduct has the purpose or effect of unreasonably interfering with an individual’s academic or work performance or creating an intimidating, hostile or offensive employment or educational environment.

## **2. Regulations**

Sexual harassment is illegal under both Texas and federal law (Title VII, Title IX). All reported incidents of sexual harassment will be promptly and thoroughly investigated, and all substantiated acts of sexual harassment will result in immediate and appropriate corrective actions, including sanctions. Confidentiality consistent with due process will be maintained.

## **3. Accountability**

The faculty, staff, administrators and students of the University of St. Thomas are responsible for maintaining a working and learning environment free from sexual harassment. It is the obligation of each employee and student to become fully informed of the provisions of this policy and ensure individual compliance. Any supervisor to whom harassment is reported or who becomes aware of harassment by a co-worker or subordinate is responsible for taking immediate steps to end the discriminatory practice and/or for reporting the harassment to administrators with authority to take such action.

## **4. Dissemination**

Copies of this policy will be disseminated to all administrative units, placed in employee and student handbooks and posted at appropriate locations throughout the campus. Workshops and other activities will be conducted to foster awareness and prevention of sexual harassment.

## **5. Complaints**

Any employee who believes that he/she has been subject to sexual harassment should report the incident immediately to his/her supervisor or the Director of Human Resources. If the immediate supervisor is involved in the harassment, the violation should be reported to that supervisor's immediate supervisor or to the Director of Human Resources.

Supervisors informed of a sexual harassment complaint will immediately inform the Director of Human Resources who, after consulting with the President and the appropriate Vice President, will be responsible for investigating the complaint and for communicating with the involved parties.

Students should report incidents of sexual harassment to the Director of Human Resources or to the Vice President for Student Affairs, either of whom may be responsible for investigating the complaint.

Reports may be oral, but written statements may later be taken in an effort to protect the rights of the individual alleging to be harassed.

Resolution of complaints or problems may be pursued informally or formally at the option of the person who feels s/he has been subject to sexual harassment.

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