
CONDUCT AND DISCIPLINE

HARASSMENT

SWOSU affirms its commitment to ensuring an environment for all employees and students that is fair and respectful. Additionally, SWOSU is committed to providing a work environment that is free of discrimination. Demeaning actions, words, jokes, or comments based on an individual's race, color, national origin, sex, age, religion, disability, genetics or status as a veteran will not be tolerated.

Sexual Harassment: Behaviors which inappropriately assert sexuality as relevant to employee performance are damaging to the environment SWOSU strives to maintain. Sexual harassment by any member of the SWOSU community, including students, faculty and staff, is a violation of both law and SWOSU policy and will not be tolerated. Sexual harassment is a particularly sensitive issue which may affect any member of the SWOSU community and as such will be dealt with promptly, and to the degree possible, confidentially by the appropriate SWOSU administrative personnel.

a) Definition of Sexual Harassment Sexual harassment shall be defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature in the following context:

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

b) Prohibited Conduct Conduct prohibited by this policy may include, but is not limited to, the following:

- unwelcome sexual flirtation; advances or propositions for sexual activity;
- continued or repeated verbal abuse of a sexual nature, such as suggestive comments and sexually explicit jokes;
- sexually degrading language to describe an individual;
- remarks of a sexual nature to describe a person's body or clothing;
- display of sexually demeaning objects and pictures;
- offensive physical contact, such as unwelcome touching, pinching, brushing the body;
- emails or blogging sent with offensive jokes, sexually explicit pictures or objects;
- coerced non-consensual sexual intercourse;
- sexual assault;
- actions indicating that benefits will be gained or lost based on response to sexual advances.

Complaint Process: Employees or other individuals who feel aggrieved because of conduct that is perceived as harassment should immediately, if comfortable doing so, inform the person engaging in such conduct that the conduct is offensive and must stop. If this does not resolve the matter or if the employee is not comfortable confronting the individual, the employee and/or aggrieved individual should initiate either an informal or a formal complaint as follows:

- a) Employees Complaints against faculty or staff should be referred to the Office of Human Resources. However, should the employee prefer, they may elect to bring the matter to their supervisor or to any administrator in the chain-of-command above their supervisor, up to and including the President. Additionally, should the employee prefer, the complaint may be taken to any of SWOSU's executive officers.
- b) Students Complaints against students or student organizations are to be filed with the Dean of Students. However, should the student prefer, they may elect to bring the matter to the Office of Human Resources, SWOSU deans, or any of SWOSU's executive officers.
- c) Others Complaints against SWOSU visitors, guests, vendors, contractors, or any other person should be directed to the Department of Public Safety. However, should the individual(s) prefer, they may elect to bring the matter to the Office of Human Resources, SWOSU deans, or any of SWOSU's executive officers.

Should the Affirmative Action Officer or the Dean of Students be named in the harassment and/or have such a relationship with the accused or the accuser that a report could legitimately be contested on the grounds of bias; this should be reported to the University President or his/her designee and an alternate investigator shall be appointed.

At each step of the procedure, confidentiality will be maintained to the extent possible to protect the individuals involved. Individuals failing to restrict confidential information, or who knowingly provide false information, may be subject to disciplinary action, up to and including termination.

Any employee found to be engaging in harassment will be subject to appropriate disciplinary action, up to and including termination.