

CONDUCT AND DISCIPLINARY ACTION

HARASSMENT

Southwestern is committed to providing a work environment that is free of discrimination. Actions, words, jokes, or comments based on an individual's gender, race, ethnic background, age, religion, disability or any other legally-protected characteristic will not be tolerated. As an example, sexual conduct (both overt and subtle) can serve to create an offensive work environment and is thus prohibited.

Employees, students or other individuals who feel aggrieved because of conduct that may constitute sexual harassment should immediately inform the person engaging in such conduct that such conduct is offensive and must stop.

Anyone who feels victimized by this behavior should notify their immediate supervisor and/or the Affirmative Action Officer in the Human Resources Office with specific, written information concerning the matter. Upon such notification the Affirmative Action Officer shall within two working days begin an investigation, said investigation shall be concluded and recommendation for action made to the Executive Vice President of Administration within a timely manner. The Executive Vice President for Administration shall take action on the recommendation within three working days.

Should the Affirmative Action Officer be named in the harassment charge and/or should the Executive Vice-President for Administration hold that the charged individual have such a relationship with the Affirmative Action Officer that a report could legitimately be contested on the grounds of bias, then an alternate investigator shall be appointed.

At every step of the procedure, confidentiality will be maintained to the extent possible to protect the individuals involved. Employees or students failing to restrict confidential information or who knowingly provide false information will be subject to disciplinary action.

Any employee found to be engaging in any improper harassment will be subject to appropriate disciplinary action, up to and including possible discharge.