

(excerpted from **Logos Employee Handbook; Section 7.4 & 7.5**)

### **7.3 ANTI-HARASSMENT POLICY**

The Seminary is committed to creating and maintaining a community in which students, faculty, administrators and staff can work together in an atmosphere free of all forms of harassment, exploitation, intimidation and bullying.

#### **7.4a Prohibition of Harassment**

Every member of the Seminary should be aware that the Seminary is strongly opposed to harassment and that such behavior is prohibited both by the Seminary's policy and by law (cf. Title VII of the Civil Rights Act, 1964, 42 U.S.C. Sections 2000e et seq. (1992); Title IX of the Educational Amendments, 1972, 20 U.S.C. Sections 1681 et seq. (1990)). The Seminary will take any necessary actions to prevent, correct and, even discipline those who violate this policy. Faculty, administrators and supervisors are responsible to prevent harassment and correct it promptly when it occurs.

#### **7.4b Procedures Dealing with Harassment**

##### **1. Pre-Grievance Procedures**

Pre-grievance procedures are designed for employees to address perceived harassing behavior without filing a formal or legal complaint. The harassed individual may take one or both of the following actions:

**a. Direct verbal communication:** If you believe that you are harassed, you should inform the perceived harasser immediately that his/her behavior or language makes you uncomfortable. Request that it be stopped. Such action can usually solve the problem faster than any other method.

**b. Direct written communication:** The aggrieved individual may write to the harasser to ask that it be stopped and notify HR. Be sure to retain a copy of the warning note and attachment for your own record.

##### **2. Formal Complaint**

If the aggrieved individual wishes to initiate a formal complaint, the complaint has to be

made in writing.

**a. Complaint channels:**

The complaint should be submitted to Human Resources Office. If the complaint is filed against the head of Human Resources Office, the complaint should be submitted to his/her supervisor.

**b. Investigation**

The Human Resources Office will initiate the investigation and write a report to President's Council for review and keep his/her supervisor informed. If necessary, the Seminary may request the assistance of outside resources in conducting the investigation.

**c. Corrective action**

After investigation, if the alleged behavior is determined to be harassment in nature, the Seminary will take corrective action(s) against the offending person such as: oral or written warning; referral to counseling; probation with a warning of suspension; suspension with or without pay; or termination.

**d. Confidentiality**

Every practical attempt will be made to keep all information related to the report or investigation of the alleged harassment confidential. However, the information may be disclosed to those individuals who need to know the information in connection with the investigation, correction, and prevention of the harassment.

**7.4c No Retaliation Policy**

It is not permitted to retaliate in any way against an individual who files a complaint, witnesses for the case, or participates in the investigation. Retaliatory action is a serious violation of the harassment policy and should be reported immediately to the person or office with whom the original complaint is filed. Any person found to have engaged in retaliatory conduct will be subject to disciplinary actions.

**7.4d Appeal**

Following the disposition of a case, any party who is dissatisfied with the decision may appeal

by submitting a statement to the Chairperson of the Board of Directors within 30 working days. The Chairperson then shall either affirm the decision or submit the matter to a special committee of the Board of Directors to further review the case. The Chairperson or the designee should notify the aggrieved individual the determination within 15 working days of submission of such a request. The determination made by the Chairperson of the Board of Directors is final.

#### **7.4e Other**

All documents and resolutions pertaining to the alleged case will be recorded.

### **7.5 MANDATORY HARASSMENT PREVENTION TRAINING**

Law requires mandatory harassment prevention training for employers with five or more employees. Supervisors must take a two-hour training once every two years. Non-supervisory employees must take a one-hour training once every two years.

New supervisors hired or promoted must be trained within six (6) months of assuming the position. The harassment prevention training program must be effective and interactive utilizing classroom or on-line techniques.

The training and education required by this section must include information and practical guidance regarding the federal and state statutory provisions concerning the prohibition against and the prevention and correction of harassment and the remedies available to victims of harassment in employment.

The training and education shall also include practical examples aimed at instructing supervisors in the prevention of harassment, discrimination and retaliation, and must be presented by trainers or educators with knowledge and expertise in the prevention of harassment, discrimination and retaliation.

The training program should consist of:

- Mandatory exercises

- Questions & Answers (i.e. trainee ability to ask questions)
- Content about federal and state laws
- Information about the correction of harassment
- Remedies available to victims of harassment
- Examples aimed at instructing supervisors in the prevention of harassment, discrimination and retaliation