

**Policy Number:** 01.007

**Policy Title:** Equal Employment Opportunity and Anti-Harassment Policy

**Policy Type:** Board Policy

**Governing Body:** Board of Trustees

**Date of Current Revision or Creation:** May 22, 2010

## **Equal Employment Opportunity and Anti-Harassment Policy**

Antioch College Corporation (the “College”) is committed to providing a work environment that is free of discrimination and harassment. The College is also committed to the policy of equal opportunity in employment.

### **I. EQUAL EMPLOYMENT OPPORTUNITY**

a. It is our policy to recruit and employ qualified persons on the basis of merit without regard to race, color, religion, national origin, sex, age, ancestry, marital status, sexual orientation, disability, military or veteran status, or any protected class as set forth under applicable state and federal civil rights law. Employment decision will be based on the individual’s qualifications to perform the job. This policy of nondiscrimination applies to employment, training, compensation, promotion, transfer, social and recreational programs, and all other conditions of employment. Additionally, the College’s policy is to:

- i. Follow personnel procedures that will ensure equal opportunity for all people without regard to race, color, religion, national origin, sex, age, ancestry, marital status, sexual orientation, disability, military or veteran status, or any other protected class.
- ii. Make reasonable accommodations wherever necessary for all employees or applicants with disabilities, provided that the individual is otherwise qualified to perform the major functions of the job.
- iii. Thoroughly investigate instances of alleged discrimination and take corrective action if warranted.

b. Any employee who has any questions regarding the College’s equal opportunity policy or who believes he or she has in any way been discriminated against should contact his or her immediate supervisor immediately. If the employee cannot discuss the matter with his or her immediate supervisor for any reason, then the employee should contact the next highest or another level of management, including an appropriate Board committee or Board member.

### **II. SEXUAL HARASSMENT**

a. Sexual harassment infringes on an employee’s right to a comfortable work environment, and is a form of misconduct that undermines that integrity of the employment relationship. No employee- male or female- should be subjected to unsolicited and unwelcome sexual overtures or conduct, either verbal or

physical, by anyone connected with the College whether a supervisor, coworker, student or vendor.

b. Sexual harassment refers to conduct which is offensive to the individual, which harms morale, or which interferes with the effectiveness of our business an intimidating, hostile or offensive working environment.

c. Sexual harassment is prohibited. Instances of sexual harassment may occur when an employee who is in a position to control or affect another employee's job uses that power or authority to cause the employee to submit to sexual activity or to feel that he or she will be punished for refusing to submit to such conduct. Repeated offensive sexual flirtations, advances, or propositions; continued or repeated verbal abuse of a sexual nature; explicit or degrading verbal comments about another individual or his or her appearance; the display of sexually suggestive pictures or objects; or any offensive or abusive physical contact are examples of prohibited conduct.

d. The College encourages any employee who believes that he or she is being sexually harassed at work to immediately take action. The employee should consider confronting the person whose actions are offensive, letting that person know that his or her behavior is offensive and that the behavior must cease.

e. If an employee is uncomfortable with this course of action or if he or she is unable to eliminate the offensive behavior, the employee should report the conduct immediately to his or her immediate supervisor. If the employee would be uncomfortable or otherwise reluctant to report the conduct to his or her immediate supervisor, then the employee should report the conduct immediately to the next highest or another level of management, including to an appropriate Board committee or Board member. Employees who bring their legitimate concerns to the attention of the College will not be retaliated against for reporting offensive conduct.

f. To prepared for the meeting with the immediate supervisor, the next highest or another level of management, including to an appropriate Board committee or Board member, as the case may be, an employee should organize his or her thoughts about the offensive incident(s) and be prepared to (i) describe the incident, giving the date and time if possible; (ii) identify (iii) discuss what the employee believes will be a comfortable way of proceeding or a satisfactory resolution.

g. A thorough and impartial investigation or all complaints will be conducted in as confidential a manner as possible. To help ensure that investigations of sexual harassment are handled as confidentially as possible, all individuals involved are expected to maintain confidentiality during the investigation.

h. In certain cases, the employee will be given suggestions to effectively discourage the offender. Other cases may require the intervention of the College. Immediate disciplinary action may be taken against an employee engaging in sexual harassment. Such action may include, depending on the circumstances, a warning, suspension, demotion or discharge.

i. While the College will consider the wishes of the victim or complaining party in resolving a complaint of sexual harassment, it reserve the right to take

whatever action it deems necessary to ensure a workplace free of future sexually harassing conduct. In each case, the College will endeavor to resolve the situation in a timely yet professional manner.

### **III. WORKPLACE HARASSMENT AND DISCRIMINATION**

The College is likewise committed to treating all employees equally without regard to race, color, religion, national origin, sex, age, ancestry, marital status, sexual orientation, disability, military or veteran status. Consequently, harassment or discrimination of any employee due to his or her race, color, religion, national origin, sex, age, ancestry, marital status, sexual orientation, disability, military or veteran status is also a violation of this policy and will not be tolerated. Engaging in such harassing or discriminatory behavior will subject the harasser to disciplinary action up to and including discharge. Any employee who believes he or she is being subjected to any form of workplace harassment or discrimination should follow the procedure outline in Section II above to bring the matter to the attention of the College.

This Policy was approved by the Board of Trustees of the College on May 22, 2010

By:

Print name: Pavel Curtis

Title: Secretary