

# Harassment & Discrimination



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|---------------------------------------------------------------------|-----------------------------------------------|-------------------------------------------|-----------------------------------------|
| <b>Policy Number:</b><br>02.003                                     | <b>Responsible Office:</b><br>Human Resources | <b>Governing Body:</b><br>College Council | <b>Last Review Date:</b><br>August 2020 |
| <b>Scope:</b> This policy applies to all Antioch College employees. |                                               |                                           |                                         |

## I. Introduction

It is Antioch College's policy to prohibit intentional and unintentional discrimination and/or harassment of any individual by another person on the basis of any protected classification, including, but not limited to, person's gender, gender identity, gender expression, sex, sexual orientation, age, race, nationality, class status, religion, disability, pregnancy, predisposing genetic characteristics, military status, criminal convictions, domestic violence status, familial status, or other protected status. The purpose of this policy is to ensure that in the workplace, and educational setting, the environment is open and free from all forms of discrimination.

## II. Definition

- A. **Discrimination:** A decision-making process that results in differential allocation of goods, resources and services, and access to full participation in society based on perceived identification with a particular social group.
- B. **Harassment:** a wide range of behaviors of an offensive nature intended to disturb or upset and is characteristically repetitive. In the legal sense, it is intentional behavior which is found threatening or disturbing.

## III. Scope

This policy applies to all employees of Antioch College. For more detailed conduct procedures on specific forms of discrimination see the table below. If the instance is not listed below but is harassment or discrimination, follow the employee complaint procedures.

| Instances regarding...                                                                                                                                                                                 | Primary Policy                                                                                                                                                                                                                                                                                                                                                                                                      |
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| Discrimination and/or Harassment based on age, class status, religion, predisposing genetic characteristics, military status, criminal convictions, familial status, or other protected status         | Alleged violations can be reported using the <b>Employee Complaint policy</b> and/or the procedures in <b>this policy</b>                                                                                                                                                                                                                                                                                           |
| Sex-based discrimination and harassment. Which includes discrimination based on person's gender, gender identity, gender expression, sex, sexual orientation, pregnancy, and domestic violence status. | <b>Sexual Harassment and Discrimination Policy (SOPP)</b><br>Cases are handled by the Title IX Coordinator. At any time you may also seek advice from the campus SOPP Advocate. Contact information is on the college website:<br><a href="https://antiochcollege.edu/campus-life/sexual-offense-prevention-policy-title-ix/">https://antiochcollege.edu/campus-life/sexual-offense-prevention-policy-title-ix/</a> |

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| Discrimination and harassment based on any distinction, exclusion, restriction, or preference based on race, color, descent, or national or ethnic origin | <b>Racial Discrimination Prevention Policy (RDPP)</b><br>Report a violation of the RDPP by filling out the form on the website: <a href="https://antiochcollege.edu/campus-life/rdpp/">https://antiochcollege.edu/campus-life/rdpp/</a> . Cases are handled by the Associate Director of Gender Equity Programs & Education |
| Discrimination and harassment based on a disability or regarding a denial of an accommodation for a qualified disability                                  | Refer to the <b>Nondiscrimination on the Basis of Disability policy</b> .                                                                                                                                                                                                                                                   |

#### IV. Reporting Violations

- A. If you feel that you have been subjected to harassment or discrimination that violates this policy, you should immediately report the matter to your Supervisor or the Office of Human Resources. If you are unable for any reason to contact this person, or if you have not received a satisfactory response within five (5) business days after reporting any incident of what you perceive to be harassment, please contact the next level manager.
- B. If your Supervisor or next level manager is the person toward whom the complaint is directed you should contact any higher level manager in your reporting chain. Employees may also contact the Office of Human Resources if they are uncomfortable for any reason using the above procedure. Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate.
- C. The College will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports.
- D. Violations of this policy will result in disciplinary action, up to and including discharge. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed.
- E. Employees who make knowingly false complaints may be subject to disciplinary action, up to and including discharge. All employees must cooperate with all investigations.