

Policy Prohibiting Discrimination or Harassment

Wilberforce University is committed to providing a productive work environment that is free from discrimination or harassment on any basis and in which every employee is treated with respect. The University prohibits discrimination or harassment based on race, color, creed, gender, sex, ancestry, religion, national origin, marital or familial status, age, physical or mental handicap or disability, alienage, citizenship status, veteran status, sexual orientation, or any other basis or personal characteristic protected by law, whether it is by an employee, vendor, business or academic visitor, student, temporary hire or independent contractor. This prohibition applies at all times while conducting business on behalf of the University and while conducting business with the University.

Equal Employment Opportunity

Wilberforce University is an equal opportunity employer and prohibits discrimination in employment opportunities, practices or decisions concerning all terms and conditions of employment including selection and hiring, placement, job assignment, promotion, lay-off, transfer, leaves of absence, compensation, access to benefits, training, discipline and termination.

Harassment

Harassment is a form of unlawful discrimination and is offensive or intimidating conduct of a verbal or physical nature that denigrates or shows hostility or aversion toward an individual or group on the basis of one or more of the personal characteristics listed above in paragraph 1 and which has the purpose or effect of: interfering with an employee's working conditions or performance; creating a hostile, intimidating, or offensive work environment; or otherwise adversely affecting employment opportunities.

Harassment on any basis is prohibited on University premises and on any work-related setting away from the University premises including but not limited to business trips, off-campus meetings and business-related social and civic events.

Sexual harassment is a particular type of harassment characterized by unwelcomed sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature. It also can occur when: submission to that conduct is made a term or condition of employment; submission to or rejection of the conduct is a basis for employment decisions; or such conduct unreasonably interferes with an individual's work performance or creates a hostile, intimidating or offensive work environment.

Forms of harassment on any basis may include, but are not limited to: written or verbal abuse; offensive, derogatory, insulting or obscene comments, looks, gestures or jokes; display or circulation in the workplace of suggestive or inappropriate graphics, cartoons or objects; unwelcomed, intentional touching of another person or other unwanted intentional physical contact (e.g. pushing, shoving, patting, pinching, or

brushing against another person's body) or whistling, staring, glaring or leering at another person; or threats.

Reporting Discrimination or Harassment

The University strongly encourages individuals who believe that they have been unlawfully discriminated against or harassed on any basis, or who have observed such conduct, to promptly report the conduct to the Human Resources Manager. The Human Resources Manager is at extension 5798. The Human Resources Manager promptly will direct an investigation. Confidentiality will be maintained throughout the investigatory process to the extent practical and appropriate under the circumstances.

Individuals who are deemed to have knowingly and maliciously either filed false reports of discrimination or harassment or provided false information about a report of discrimination or harassment will be subject to the full range of disciplinary action up to and including discharge.

No Retaliation

The University prohibits retaliation against or intimidation of anyone who reports, in good faith, an instance of discrimination or harassment or who provides information in good faith about a report of discrimination or harassment, even if the report turns out to be erroneous. If you perceive that you are being retaliated against for reporting or providing information about discrimination or harassment, promptly contact the Human Resources Manager.