



HARASSMENT AND DISCRIMINATION POLICY

POLICY SUMMARY

As a Catholic institution of higher education, Saint Elizabeth University is a community of learning, which is based on the trust, respect, and dignity of its members, and celebrates God's love for all. As such, the University expects high standards of personal behavior and responsibility from its students, faculty, and staff and calls on all members of its community to act from a commitment to justice, mercy, and compassion, and in light of Catholic Social Teaching, to develop respect and responsibility for others. With these values as its foundation, the University is therefore committed to fostering an educational and working environment that is free from all forms of discrimination and harassment as defined in this policy. In recognition of the dignity and value of all members of the University community, incidents of such behavior will not be tolerated. Every member of the campus community (including faculty, staff, students or third parties) is responsible for insuring that incidents of harassment and discrimination do not occur, and should they occur, assume the responsibility for reporting them.

POLICY STATEMENT

Saint Elizabeth University practices equal opportunity with respect to its students and its employees. No one will be denied employment at or admission to the University based on individual's actual or perceived race, religion, color, national origin, ancestry, age, sex,/gender(including pregnancy) sexual orientation, gender identity or expression, disability, atypical hereditary cellular or blood trait, marital status, civil union status, domestic partnership status, military service, veteran status, familial status, genetic information, and any other category protected by law.

Individuals, who believe that they are the target of harassment or discrimination, as defined in this policy, are encouraged to report their concerns to the University as outlined in this policy. It is a violation of this policy to engage in any employment or educational practice or procedure that treats an individual less favorably based upon any category protected by law. This policy pertains to all employment practices such as recruitment, selection, hiring, training, promotion, transfer, termination, demotion, discipline, compensation, and benefits. The reporting and investigation process, as outlined in *Procedures for Investigations, Determinations, and Hearings*, will be followed whenever a report is made that alleges conduct that may be in violation of the Harassment and Discrimination Policy ("Policy").

PROHIBITED CONDUCT

- A. Harassment** is defined as conduct that creates an impermissible hostile educational or work environment based on an individual's actual or perceived race, religion, color, national origin, ancestry, age, sex, gender (including pregnancy) sexual orientation, gender identity or expression, disability, atypical hereditary cellular or blood trait, marital status, civil union status, domestic partnership status, military service, veteran status, familial status, genetic information, and any other category protected by law that is sufficiently severe, persistent or pervasive so as to limit a student or employee's ability to participate in or benefit from an educational program or activity, or work environment at Saint Elizabeth University.
- B. Intimidation:** Unlawfully placing another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
- C. Discrimination:** Discrimination is unwelcome conduct or action based on any category protected by law, as described above that may adversely and unreasonably interfere with someone's education or work. It is determined based on the perspective of a reasonable person of the same protected class as the person experiencing the discrimination. Examples of discrimination may include, but are not limited to:
- i. Adverse actions, based on a protected category, affecting the terms or conditions of the educational program, activity or employment;
 - ii. Unwelcome remarks, comments or innuendos about a protected category whether oral, written, or digital; or,
 - iii. Insults or threats based on protected category.
- D. Retaliation** is prohibited under all University policies. Retaliation against an individual who has made a good faith report alleging a violation of this policy, participated in the investigation of a policy violation or otherwise exercised their rights under this policy or the law is prohibited. Retaliatory conduct against any individual who has filed a report, who has reported witnessing a policy violation, who has participated in the investigation or resolution process, or who has been the subject of an investigation or the subject of a report, is a violation of this policy and is grounds for discipline and/or remedial action. Retaliation is an offense separate and apart from the underlying alleged policy violation(s) and will be considered independently. Retaliation is grounds for immediate disciplinary action against the perpetrator of the retaliation up to and including expulsion of students and dismissal of employees. Anyone who believes that he/she may be or has been the victim of retaliation should discuss this concern with the Vice President for Student Life (students), the Vice President of Academic Affairs (faculty), or the Director of Human Resources (staff).
- E. Sexual Harassment** is conduct on the basis of sex that satisfies one or more of the following:

- i. An employee who's condition or a student who's education benefits from participation in unwelcome sexual conduct (i.e., quid pro quo); or,
- ii. Unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the educational institution's education program or activity; Sexual Assault as defined in the Sexual Misconduct and Title IX Grievance policies.

COMMITMENT TO AWARENESS AND RESPONSE TRAINING

The University is committed to educating the campus community about the prevention of discrimination, and harassment through appropriate awareness and response training programs. The University provides regular awareness and response training programs for faculty, staff, students, campus security authorities, athletic coaches, and residence life staff members.

A. Prevention Programs & Awareness Campaigns:

Listed below are examples of the prevention program and awareness campaigns at the Saint Elizabeth University.

- i. First Year/Transfer Awareness Programs - The University hosts campus-wide programming to increase education awareness surrounding the topics of equity, harassment and discrimination, safety, and incident reduction;
- ii. Anti-Bullying Week programs;
- iii. Mandatory annual sexual harassment training for all staff and faculty;
- iv. How to be a responsible employee.

HOW TO MAKE A REPORT

All members of the Saint Elizabeth University community are strongly encouraged to report incidents of harassment and discrimination that they experience or observe. Faculty and staff who learn of alleged incidents of harassment or discrimination are required to report such information as outlined below. Prompt reporting makes investigation of the incident more effective, enhances the ability of the University to take action on a complaint, and aids the University in protecting the community.

A. Students Making a Report:

Students seeking additional information or wishing to file a complaint related to harassment or discrimination should contact the office of the Vice President for Student Life. Students can also report any form of harassment, discrimination, or assault on campus to any faculty member, Student Life or Residence Life staff member.

Campus officials will assist the reporting party to obtain help through either campus resources or outside referrals, and initiate the complaint process.

Student can also seek additional guidance and information regarding student rights and responsibilities in the [SEU Student Handbook](#). Additionally, a student should consult the

[SEU Student Grievance Policy](#) and utilize the enclosed procedure if the student believes that a University employee, fellow student, or external party has violated a University policy or has acted in a discriminatory manner. Students may also choose to use the grievance policy if they believe have been treated in an unequal, unjust or unfair way.

B. Employees Making a Report:

Employees seeking additional information or wishing to file a complaint of harassment, discrimination, or assault on the basis of race, creed, color, religion, handicap/disability, age, marital status, or national origin should contact the Director of Human Resources, their supervisor or appropriate academic dean.

Campus officials will assist the reporting party to obtain help through either campus resources or outside referrals, and initiate the complaint process.

C. Reporting through the Advocate CARE system:

In addition to the resources listed above, any member of the campus community can also report a concern of harassment or misconduct by visiting <https://www.steu.edu/incidentreporting> and click the SEU CARE Report button to complete a report. Individuals submitting a report will be asked to provide contact information so the appropriate University official may follow up for more details regarding the report, if necessary. In addition, an online report to the Title IX Coordinator can be filed here: www.steu.edu/title-ix/report.

D. Confidentiality:

Saint Elizabeth University is committed to maintaining the privacy of all individuals involved in a report of harassment or discrimination. In some instances, a reporting party may choose to take no action or to defer action until a later date in order to maintain anonymity. In these instances, the University reserves the right to limited disclosure and to take appropriate action to ensure the safety and well-being of members of the community.

The privacy of all parties will be respected at all times. If a reporting party elects not to file a formal complaint, SEU reserves the right to take action in situations where, in the judgment of University officials, the interests of the wider University community may be affected. The University is obligated by law to take measures to remedy any harassment it confirms.

References made to privacy mean Saint Elizabeth University offices and employees who cannot guarantee confidentiality but will maintain privacy to the greatest extent possible, and information disclosed will be relayed only as necessary to investigate and/or seek a resolution to alleged policy violations, as appropriate. Saint Elizabeth will limit the disclosure as much as reasonably practicable.

INDEPENDENT UNIVERSITY ACTION

The University reserves the right to investigate allegations of sexual misconduct, harassment, or discrimination pursuant to the procedures herein. The University may utilize either the informal or formal resolution processes. This policy does not abrogate any rights accorded faculty under the University's dismissal provisions as outlined in the Faculty Handbook.

Any University investigation may or may not coincide with a law enforcement investigation regarding the complaint. The University reserves its right to suspend or proceed with an internal investigation while law enforcement officers conduct an investigation and/or gather evidence. Regardless of external investigations, the University will continue to provide support resources and interim measures, as appropriate, to both parties during the duration of the University's investigation and resolution process. If the University has chosen to suspend the internal investigation, once notified that the law enforcement has completed its gathering of evidence, the University will promptly resume its independent investigation.

The University also reserves the right to take any interim action – such as a no-contact order or interim removal from campus housing, or suspension of other rights or privileges – reasonably needed to protect the parties, or the campus community at any point during the investigation or resolution process. Details regarding such measures can be found in [Investigation, Resolution and Live Hearing Procedures](#).