

## FRANKLIN COLLEGE ANTI HARASSMENT POLICY

Franklin College is committed to creating a campus culture which values individuals of various backgrounds, abilities, and ages, and seeks to overcome the social risks associated with being 'different'. An important part of this commitment is providing an environment that is free of discrimination. Actions, words, jokes or comments based on an individual's race, color, religion, sex, disability, age, national origin, or sexual orientation may constitute harassment, a form of discrimination, and will not be tolerated.

Sexual conduct, in particular, whether overt or subtle, can serve to create an offensive work environment and is thus prohibited. Sexual harassment has been defined by the Equal Employment Opportunity Commission to include unwelcome sexual advances, requests for sexual favors or other verbal, visual or physical conduct of a sexual nature which:

- 1) involves a stated or implicit threat to a person's academic or employment status;  
or
- 2) has the purpose or effect of interfering with an individual's academic or work performance; or
- 3) creates an intimidating, offensive, or hostile academic, living, or working environment.

Sexual harassment may range in severity from sexist remarks to violent sexual assault. Harassment on the basis of sex, race, religion, or other legally protected characteristics is a violation of Title VII of the Civil Rights Act of 1964, as amended.

All employees are held accountable for the effective administration of this policy. Employees who feel they have been subjected to harassment in violation of the provisions of this policy are urged to contact the Equal Employment Opportunity/Title IX Officer (or Deputy), the Manager of Employee Resources, or the office of the President to learn the proper procedures for having their complaint investigated. Assistance in preparing a written grievance can be provided. Students who feel they have been harassed, or who have knowledge of possible harassment of others, should contact the Equal Employment Opportunity/Title IX Officer (or Deputy), the Manager of Employee Resources, or the Office of Student Affairs.

The College will investigate complaints of harassment and resolve them expeditiously in a professional manner, as called for by individual circumstances. Complaints will be investigated confidentially to the extent permitted by law; however, confidentiality cannot be assured. Anonymous complaints will not be investigated. If the investigation concludes that harassment in violation of this policy has occurred, the College will take prompt corrective action reasonably calculated to prevent further harassing conduct and to reflect the severity of the conduct. Appropriate disciplinary action, up to and including dismissal, will be taken as circumstances warrant.

The College will not condone or tolerate any retaliation taken as a result of reporting harassment. Retaliation taken against any employee or student for reporting a harassment grievance, or for

participating in the investigation of such a grievance, is a violation of this policy and provides separate grounds for disciplinary action.

## **FREQUENTLY ASKED QUESTIONS:**

**Does this policy apply to me?** Franklin College's policy against harassment applies to all members of the College community: students, faculty, and staff. It may also apply to off-campus persons visiting the campus or involved in College-sponsored activities.

**What happens when harassment is reported?** Concerns about harassment are investigated and resolved as quickly as possible. Most cases can be resolved confidentially and informally; if disciplinary action is taken, it is in proportion to the severity of the harassment. If the behavior is not found to be harassment, no sanctions are imposed.

### **Is there a deadline for reporting harassment?**

There is no deadline, but incidents of harassment are much easier to deal with if they are reported promptly.

**Can I report harassment concerns anonymously?** The College records, but does not investigate, anonymous complaints. We make every effort to keep reports confidential and to resolve concerns privately.

**What if I'm not sure it is harassment?** You should report it anyway! If the behavior does not qualify as harassment, no one will be disciplined, but we may be able to educate those involved and prevent harassment that might have occurred later.

### **What is harassment?**

Harassment. Title VII of the Civil Rights Act of 1964 prohibits discrimination on the basis of a person's race, color, religion, national origin, sex, age, or disability; Title IX of the Education Amendments of 1972 prohibits sexual harassment of students. Harassment of any member of the Franklin College community on any of these grounds including sexual orientation is a form of discrimination and is a violation of College policy and will not be tolerated.

**Harassing behavior is behavior that is based on one or more of these characteristics and is unwelcome by the person whom it affects. It may affect decisions relating to that person's job or education, or it may interfere with a person's job or education by creating an offensive, intimidating, or hostile environment.**

Harassment can include verbal, visual or physical behavior. That means that remarks, jokes, gestures, displayed or distributed material, and unnecessary physical contact can constitute harassment. Some behavior creates a pattern of harassment when it occurs more than once; other behavior is severe enough that one incident can be considered harassment.

Franklin College is committed to investigating and resolving all harassment concerns. Anyone who witnesses or is the victim of behavior which might be considered harassment should follow this procedure:

**First step for harassment concerns**

- Tell the harasser, either in person or in writing, that his or her behavior makes you uncomfortable and request that it stop. You may find that the individual was unaware that his or her behavior was offensive.
- Discourage the behavior by responding with an icy attitude. If the individual thought he or she was being cute, funny, or flattering, a negative response will indicate otherwise.
- If the behavior continues, report it!
- If you are not comfortable approaching the other person directly, if the behavior is that of a group rather than an individual, or if the behavior is very severe, you should go directly to the next step.

**Second step for harassment concerns**

- Report the behavior to someone in authority: a supervisor, an R.A., or any authority figure that you trust.
- If this is difficult, inappropriate, or unsuccessful, take your concern directly to one of the following offices:  
EEO/Title IX rep., Employee Resources, the President, or Student Affairs.
- Write down what happened, when it happened, and the names of anyone else that may have seen or heard the behavior.
- It is important to express your concerns through this process. Ignoring harassment often makes the situation worse, and lack of response may be interpreted as approval.
- Retaliation against or intimidation of someone who brings a harassment complaint, or who cooperates in the investigation of a complaint, will not be tolerated.

**Ways to make Franklin College harassment free**

- If you are an R.A. or supervisor, or any other person which receives a report of harassment, you must report it to the Equal Employment Opportunity/Title IX Officer (or Deputy), Employee Resource Office, President's Office, or Student Affairs Office.
- If you witness harassment, offer support to the victim, encourage him or her to take action, and be willing to speak up on his or her behalf.
- If you are contacted as part of an investigation, cooperate fully.
- Avoid making comments or demonstrating attitudes that might be offensive to others; do not assume that everyone enjoys the same jokes, comments, or treatment. Do not assume that someone will tell you if they are offended by something you say or do.

**Who to call:**

<b>Equal Employment Opp.Office/Title IX Representative (or Deputy)</b>	<b>8025</b>
<b>Employee Resources</b>	<b>8026</b>
<b>President's Office</b>	<b>8010</b>
<b>Student Affairs</b>	<b>8080</b>