

# Harassment Policy

Approved by the University Council on March 18, 2016

Approved by the Board of Trustees on May 9, 2016

## Policy Statement

Notre Dame University–Louaize (NDU) is committed to creating a work and study environment built on mutual respect and transparency, and is committed to eliminating all forms of harassment and discrimination on its campuses. This *Harassment Policy* is fundamental to preserving NDU’s mission, and it is in no way to be construed as a means to inhibit free speech, the freedom of association, or the free communication of ideas.

No form of implicit or explicit harassment, sexual or otherwise, will be tolerated by any member of the NDU community, guest, or visitor, whether intentional or unintentional. All members of the NDU community are expected to conduct themselves professionally and to base all interactions on maintaining others’ dignity and well-being.

## Definitions

Harassment is defined as veiled insinuations, persistent acts of bullying, or attempts to traumatize another, especially when, but not limited to, using one’s authority or position of power.

Sexual harassment is defined as any unwelcome implicit or explicit, verbal or physical sexual advances, and/or requests for sexual favors especially when they create a hostile and intimidating impact on educational performance, employment, or professional development.

## Scope of Policy

This *Policy* applies to all student, faculty, and staff at NDU, and is related to harassment perpetrated by:

- A student against a student;
- A student against a member of staff or faculty;
- A member of staff or faculty against a student; and
- A member of staff or faculty against another member of staff or faculty.

## Reporting and Resolution of Complaints

NDU is opposed to harassment, sexual or otherwise, and will respond firmly with the belief that such behavior goes against the University’s mission and values.

The following entails reporting procedures that students, staff, and faculty may follow:

Students should report their complaint verbally or in writing to the Dean concerned.

- The Dean will interview the student and invite him or her to recount the incident and to write it on the Report Form (*Appendix A*);
- The Dean will inform the VPAA in writing within two (2) working days and will attach the student’s Report Form;

- The Dean concerned will interview the faculty/staff member or fellow student named by the student. The faculty/staff member or fellow student will be asked to respond in writing to the complaint within two (2) working days;
- In case of substantial evidence, the Dean will inform the VPAA who will inform the President. The President will form an ad-hoc committee to investigate the incident;
- At the end of the investigation, which should not exceed more than seven (7) working days, the committee chair will send a written report, which includes a summary of the incident, evidence submitted, and a suggestion for solutions to the President and VPAA; and
- The President will take the final appropriate action.

Staff members should report their complaint to the VP for Administration.

- The VP for Administration will meet with the staff member and invite him or her to recount the incident and to write it on the Report Form (*Appendix A*);
- The person being investigated shall be notified of the request for investigation within two (2) working days and will be asked to respond in writing to the complaint within two (2) working days;
- In case of substantial evidence, the VP for Administration will inform the President who will form an ad-hoc committee to investigate the incident;
- At the end of the investigation, which should not exceed more than seven (7) working days, the committee chair will send a written report, which includes a summary of the incident, evidence submitted, and a suggestion for solutions to the President and the VP for Administration; and
- The President will take the final appropriate action.

Faculty members should report their complaint verbally or in writing to the Dean concerned.

- The Dean will interview the faculty member and invite him or her to recount the incident and to write it on the Report Form (*Appendix A*);
- The Dean will inform the VPAA in writing within two (2) working days and will attach the faculty member's Report Form;
- The Dean concerned will interview the person concerned named by the faculty member. The person named will be asked to respond in writing to the complaint within two (2) working days;
- In case of substantial evidence, the Dean will inform the VPAA who will inform the President. The President will form an ad-hoc committee to investigate the incident;
- At the end of the investigation, which should not exceed more than seven (7) working days, the committee chair will send a written report, which includes a summary of the incident, evidence submitted, and a suggestion for solutions to the President and VPAA; and
- The President will take the final appropriate action.

## **Retaliation**

NDU will not condone retaliation against any person making a complaint, assisting another person in the complaint process, or a person investigating the process.

## False Complaint

Any false statement in an investigation, or any false accusation of a student, staff, or faculty member, will be considered as a serious offense and will subject the false accuser to disciplinary action up to and including termination of contract or expulsion from the University.

## Penalties

Breach of the above *Policy* will be considered a serious offense. Any member of the University community who is found to have engaged in harassment, sexual or otherwise, will be subject to disciplinary action up to and including termination of contract or expulsion from the University.

### APPENDIX A NDU SEXUAL HARASSMENT REPORT FORM

1. Name of individual filing report: \_\_\_\_\_

2. Check the correct box- I am:     faculty member     staff member     student

3. **Report of incident:**

Please describe the nature of your complaint of sexual harassment, specifically stating what happened, where it happened, and when it happened. Please include as many appropriate details as possible. It might be easier if you tell the story in chronological order.

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4. If available, please provide the name (or names) of others who may have knowledge about this claim.

Name

Telephone Number or e-mail

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5. Please describe how the harassment about which you are complaining is affecting your work/educational environment.

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**The information in this declaration is true.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Student ID (if applicable): \_\_\_\_\_

Telephone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_