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This notice must be in writing (on paper or by email). The President or Designee reserves the right to choose the procedure to be followed in responding to the issue. For example, the President or Designee may decide to follow the process outlined in the Internal Dispute Resolution Policy of the Handbook.

- e. Each employee is expected to cooperate fully and honestly with investigation of possible violation of this harassment policy. Deliberately furnishing inaccurate information to investigators will be grounds for disciplinary action, up to and including discharge.

Oakwood University will not permit intimidation, harassment, or retaliation against any employees covered under this policy due to filing a complaint, assisting or participating in an investigation, opposing any unlawful act or practice, or exercising any other right protected by statute.

The President (or designee) is responsible for ensuring the consistent, timely, and appropriate investigation and proper resolution of all allegations or complaints of harassment. The President (or designee) will attempt to maintain the confidentiality and privacy of individuals who report or are accused of harassment to the extent reasonably possible.

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Examples of situations in which confidentiality cannot be maintained include circumstance when the University is required by law to disclose information (such as in response to legal processes), when disclosure is required by the University's interest in protecting the rights of others, and when the University's investigation requires disclosure.

## Oakwood University

**Employee Services  
Human Resources  
Blake Center, Room 109  
Phone: 256-726-7274  
Fax: 256-726-7302**

[www.oakwood.edu](http://www.oakwood.edu)  
[hroffice@oakwood.edu](mailto:hroffice@oakwood.edu)

July 2016

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## OAKWOOD UNIVERSITY



*Workplace Free  
of Harassment and/or  
Discrimination Policy*

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◆ God First ◆

**Oakwood University**, as part of its continuing commitment to equal employment opportunity, prohibits any acts of harassment and/or discrimination on the basis of race, gender, color, religion, age, national origin, disability, or veteran status. Oakwood University will not permit conduct by any employee, whether intentional or unintentional, that creates an intimidating, hostile, or offensive working environment for others.

## Objectives

Oakwood University is committed to providing a workplace free of unlawful harassment and/or discrimination affecting employees of the University, students, or members of the public.

## Harassment and/or Discrimination Prohibited

Federal law and this policy prohibit harassment and/or discrimination based on one's gender, race, color, age, national origin, disability, or veteran status. Prohibited behavior includes, but is not limited to the following:

- a. Conduct or language derogatory to race, color, national origin, gender, age, disability, or veteran status, including jokes, pranks, or epithets.
- b. Written or graphic material that denigrate or shows hostility or aversion toward an individual or group because of race, color, religion, national origin

gender, age, disability, or veteran status that is placed on walls or bulletin boards or otherwise circulated in the workplace.

- c. Verbal or physical conduct of a sexual nature in which a submission or rejection of such conduct is used as the basis for any employment decision with regard to the harassed individual.
- d. Unwelcomed sexual advances or touching; requests for sexual favors; sexual jokes, comments or innuendoes; or other conduct of a sexual nature which a person might find offensive, hazing, horseplay or practical jokes based on an individual's gender; and visual material such as posters, cartoons, calendars, or pictures of a sexual nature depicting partially clad or nude individuals.

## Individual Responsibility

Oakwood University insists that all employees act in accordance with this policy, and bring any violations promptly to the attention of the University Administration. Any employee, faculty member, department head, officer, and supervisor who harass another employee or student in violation of this guideline will be subject to disciplinary action up to and including termination.

- a. All levels of faculty and management, including supervisors, are accountable for ensuring compliance with this policy in their respective departments. Anyone who observes, has knowledge of, or receives any complaint concerning harassment and/or discrimination, however insignificant it may seem, shall immediately contact his/her department head, a vice president, or the Executive Director of Employee Services.
- b. Every employee is responsible to manage his or her own behavior and to inform others when offended, to ensure that harassment of and /or unlawful discrimination against coworkers does not take place.
- c. If an employee is a witness to, or subjected to workplace harassment and/or discrimination, that employee should notify his or her supervisor immediately. An employee who feels uncomfortable discussing the issue with the supervisor should notify an appropriate department head, a vice president, or the Executive Director of Employee Services. This notice must be in writing (on paper or by e-mail).
- d. If the employee is not satisfied with the response of the appropriate department head, vice president, or director of human resources, and desires to pursue the matter further, the employee must promptly notify the President (who may designate someone to handle this matter).