



1.0.017 Anti-Harassment and Anti-Discrimination

Effective date: October 15, 1987 as “Sexual Harassment Policy”
Last revision date: March 25, 2025
Approvals: Human Resources
Responsible office: Human Resources
Policy contact: Director/Associate Director of Human Resources

I. PURPOSE and SCOPE

This policy defines harassment for faculty, staff, and students and provides guidance for handling situations in which harassment has occurred.

II. RELATED POLICIES

Title IX-Sexual Misconduct

III. DEFINITIONS

Harassment: Harassment may occur whenever there is unwelcome conduct, comments, touching, teasing, joking or intimidation which interferes with the work of employees or the education of students, or creates an intimidating, hostile or offensive environment. Unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature are also serious violations of this policy and are also prohibited. Harassment occurs whenever submission to such conduct is made a term or a condition of an individual’s employment (either explicitly or implicitly), or whenever submission to or rejection of such conduct is used as the basis for employment decisions.

IV. POLICY STATEMENT

In keeping with our efforts to provide an environment in which the dignity of all members of the community are respected, it is the policy of the university to strictly forbid all types of harassment. Therefore, all forms of harassment or intimidation based on race, ethnicity, color, creed, religion, sex (including pregnancy and pregnancy-related disabilities), age, national origin/ancestry, arrest record, conviction record, physical or mental disability, military and veteran status, sexual orientation, gender characteristics, marital status, hairstyle, or any other characteristic protected by local, state, or federal law (“Protected Characteristics”) are prohibited. This policy applies to all employees, contractors, visitors, customers, and stakeholders. Any employee who instigates or participates in offensive or harassing behavior will be subject to disciplinary action, up to and including termination.

We are aware that conduct, comments, or behavior that might be offensive to some individuals might be considered inoffensive by others. Because of this, it is difficult for

supervisors to learn about and take effective action to halt harassment unless the affected individual alerts their supervisor both to the occurrence and the fact that the conduct in question is offensive or unwanted.

V. PROCEDURE

With these considerations in mind, we make several options available to individuals who feel they are subject to harassment. If comfortable doing so, individuals should first approach the alleged harasser and ask them to cease the offensive activity. If this is not effective in stopping the harassment or if the individual feels uncomfortable raising the matter with the alleged harasser, the individual should report the conduct to their supervisor or divisional vice president. Students who complain to an employee about harassment or discrimination are to be directed to the Dean of Students.

If an individual feels uncomfortable raising the matter with the above individuals, or if the matter is not resolved and the problem persists, the affected individual should bring the matter to the attention of the Human Resources Department. Any employee or student may contact the Human Resources department to file a complaint or to receive additional information at any time. Employees are not required to approach their harasser; they are required however, to report harassment to someone as stated above. MSOE will make every effort to halt any harassment. This policy will not be effective however, without the cooperation of all employees. Any individual who believes that they have been subjected to harassment has the duty to bring this fact to the attention of the appropriate individual(s) so that the problem may be addressed.

MSOE treats all reports of harassment and discrimination seriously and complies with all anti-discrimination laws, including Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act (ADA), and the Age Discrimination in Employment Act (ADEA). Thus, all complaints will be assessed in a prompt and thorough manner. During such assessments, the confidentiality of all parties will be respected insofar as it does not interfere with the university's obligation to conduct a thorough assessment and take any necessary corrective actions. If an assessment reveals that harassment has occurred, we will take appropriate corrective action reasonably designed to halt the harassment and prevent recurrences, which may include discipline or discharge of the harasser.

Retaliating or discriminating against someone for complaining about harassment is prohibited. Retaliating against individuals who cooperate in a harassment assessment is also prohibited.

If an employee believes they have been retaliated against, they must report this to the Human Resources Department or their supervisor immediately. Anyone found to have retaliated against an individual because of a harassment or discrimination complaint or because of cooperation in the assessment of a complaint will be subject to disciplinary action, up to and including termination.

VI. EXCEPTIONS/APPEALS

Unwelcome sexual advances, requests for sexual favors and other verbal, visual or physical conduct of a sexual nature also are serious violations of this policy and are prohibited. As a form of sex discrimination, sexual harassment is moreover prohibited by state and federal law – specifically, Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972. More detailed information as to actions and behaviors that might constitute sexual harassment can be obtained from the Campus Life Office and/or the Human Resources Department.

VII. APPENDICES

None

VIII. ASSOCIATED LEGISLATION/REGULATIONS/ACCREDITATION STANDARD

Higher Learning Commission (HLC) 2.A

This section to be completed by the Records Manager:

Due date for review

Annually as part of Staff Handbook

Public Location

MSOE Policy Library, Staff Handbook, Online Student Handbook

Version History

- **2025, March 25:** Updated title, list of protected characteristics, list of applicable stakeholders, added references to anti-discrimination laws that MSOE follows, minor rewording.
- **2022:** Updated as part of the Staff Handbook update
- **No date:** Significantly rewritten
- **1987, October 15 (EEC):** Initial approval as “Sexual Harassment Policy”

Records Manager

Assistant VP of Curriculum & Knowledge Management