



Guideline/Policy Name: **Harassment-Free Workplace Policy**

Revision Date: 1/1/00

Approved by: Vice President, University Services

Policy

It is the policy of University Services that all employees, customers, contractors and visitors to the worksite enjoy a positive, respectful and productive work environment, free from behavior, actions, or language constituting workplace harassment.

Engaging in workplace harassment is unacceptable conduct which will not be tolerated. Any employee found to have engaged in workplace harassment would be subject to disciplinary action up to and including termination. Managers and supervisors who know or should have known of workplace harassment and fail to report such behavior, or fail to take immediate, appropriate, corrective action, will be subject to disciplinary action up to and including termination.

Purpose

To reaffirm the department's commitment to providing a workplace free of harassment; to clarify conduct that constitutes workplace harassment; to provide an effective complaint process for employees who believe they have been victims of such conduct.

Guidelines

1. Workplace harassment is a form of offensive treatment or behavior, which to a reasonable person creates an intimidating, hostile or offensive work environment. **It may be based on a person's sex, race, color, creed, national origin, marital status, age, disability, religion, public assistance status, veteran status, or sexual orientation. It may also encompass other forms of hostile, intimidating, threatening, humiliating or violent behavior, which are not necessarily illegal discrimination, but are nonetheless prohibited by this policy.**
2. It is misconduct for an employee to direct the subject behavior at another employee of whatever stature, or to customers, contractors or visitors to the work site.

3. It is misconduct for managers or supervisors who know or should have known of workplace harassment to fail to report such behavior, or to fail to take immediate, appropriate, corrective action.

4. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical behavior of a sexual nature when:

submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or is used as a basis for an employment decision (granting leave requests, promotion, favorable performance appraisals, etc.); or

such conduct is unwelcome and has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

5. Illegal harassment may consist of verbal or physical behavior which relates to an individual's race, sex, marital status, color, national origin, religion, age, sexual orientation, veteran status, public assistance status, and disability when such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

6. Workplace harassment can also be verbal or physical behavior, which is derogatory, abusive, disparaging, bullying, threatening or disrespectful, even if unrelated to a legally protected status.

7. To aid employees in identifying prohibited behavior, the following specific examples of workplace harassment are provided (it should be understood that the examples are not meant to be all-inclusive):

Use of profane and/or offensive language;

unwelcome touching of a personal nature, which can encompass leaning over, cornering or pinching; sexual innuendoes, teasing and other sexual talk such as jokes, personal inquiries, persistent unwanted courting and sexist put-downs;

display of explicit or offensive calendars, posters, pictures, drawings or cartoons which reflect disparagingly upon a class of persons or a particular person;

derogatory remarks about a person's national origin, race, language or accent;

disparaging or disrespectful comments even if unrelated to a person's age, race, color, sex, national origin, religion, age, disability or sexual orientation; or

loud, angry outbursts or obscenities directed toward another employee, a customer, contractor or visitor in the workplace.

Complaint Process

1. Try to deal with the situation at the lowest level possible. If you are uncomfortable with someone's behavior let him or her know. Many people are not aware that they are being inappropriate or harassing until someone confronts them on it. Many times the issue can be resolved just by talking to the person. We suggest finding a conference room or office and talking with this person in private.
2. If you are uncomfortable dealing with the situation yourself or feel unsafe doing so, contact your supervisor immediately. He/she will sit down with that employee(s), discuss the issue and get their perspective.
3. If you are not comfortable with steps 1 or 2, consult your Human Resources Consultant. If you do not know who your consultant is, contact Human Resources main number at 624-1536, explain that you would like to speak with a HR Consultant and tell them what department you are calling from.
4. If you are not comfortable speaking with your HR Consultant please contact the Office of Equal Opportunity at (612) 624-9547 to speak with a representative.

Additional Resources

Employee Assistance Program (EAP)

200 Donhowe Building

(612) 626-0253

E-mail: d-john@tc.umn.edu

Web site: (www.umn.edu/ohr/eap/)

Gay, Lesbian, Bisexual, Transgender Programs

340 Coffman Memorial Union

(612) 626-2324

E-mail: glbt@tc.umn.edu

Web site: (www.umn.edu/glbt)

Office of Equal Opportunity

419 Morrill Hall
(612) 624-9547

U of M Police Department

100 Transportation & Safety Building
EMERGENCY: 9-1-1
Non-emergency: (612) 624-3550

University Services Human Resources

300 Donhowe Building
(612) 624-1536
Web site: (www.uservices.umn.edu/hr)