



RU Policy No. 2.1

Responsible Division: Office of Human Resources

Originally Issued: 05/2007

Last Revised: 11/2017

Revised Effective Date: 11/2017

Policy Prohibiting Discrimination, Harassment, Bullying, and Retaliation

Policy Statement

Roosevelt University is committed to the preservation of the dignity and worth of all members of the University community. To ensure an environment for working and learning in which all individuals are treated with respect, discrimination and harassment are unacceptable and will not be tolerated. In addition, no person who makes a good faith report of discrimination and/or harassment shall be retaliated against in any way.

The University reserves the right to modify or amend this Policy at any time, at its sole discretion. Any change to this Policy will become effective at the time designated above, and the changes will apply to both prospective students and those already enrolled. This Policy does not constitute an express or implied contract between Roosevelt University and any past, present, or prospective student, employee (including administrator, faculty, or staff), contractor, or volunteer. Unless otherwise stated, the following definitions apply to this Policy:

- “Employee” shall refer to all employees (including administrators, faculty, and staff), contractors, and volunteers.
- “Employment decisions” shall refer to the terms and conditions of an employment applicant or Employee’s employment with the University, including recruiting, hiring, training, compensation, promotion, demotion, transfer, layoff, termination, and other terms and conditions of employment.
- “Student” shall refer to all prospective and current students of the University.
- “Educational decisions” shall refer to the terms and conditions of a student applicant or Student’s education at the University, including access to programs, grades, and learning environment.

Policy

The following is the University’s policy with respect to discrimination, harassment, bullying, and retaliation. Discrimination, harassment, and bullying may be intentional or unintentional. However, when an allegation is made, the intention of the alleged policy violator is irrelevant and

will not be given consideration when meting out discipline. An Employee who violates this Policy will be subject to disciplinary action, up to and including termination. A Student who violates this Policy will be deemed to have violated the Student Code of Conduct and will be subject to disciplinary action, up to and including expulsion.

Anti-Discrimination

It is a violation of University policy to discriminate against any employment applicant or Employee with respect to employment decisions and any admission applicant or Student with respect to educational decisions if the basis of that treatment is the person's age, ancestry, citizenship, color, creed, disability, gender, gender identity, genetic information, marital status, military status, national origin, parental status, pregnancy, race, religion, sexual orientation, source of income, unfavorable discharge from military service, veteran status, as a result of being the victim of domestic or sexual violence or other status protected by law ("Protected Status").

Anti-Harassment

Harassment, as it is defined in this Policy, is a form of discrimination and it is therefore a violation of Roosevelt University policy for any person to harass another person.

An Employee has been harassed where enduring the offensive conduct becomes a condition of continued employment, or where the conduct is so severe or pervasive that it has created a work environment that a reasonable person would consider intimidating, hostile, or abusive. A Student has been harassed where the conduct is so severe or pervasive that a reasonable person would find that it interfered with their ability to participate in or benefit from the educational program.

Harassment can take many forms. The following examples of harassment are intended to be guidelines and are not exclusive in determining whether there has been a violation of this Policy:

- **Verbal Harassment:** Comments that are offensive or unwelcome regarding a person's Protected Status, including epithets, slurs, and negative stereotyping.
- **Non-verbal Harassment:** Distribution, display, or discussion of any written or graphic material that ridicules, denigrates, insults, belittles, or shows hostility, aversion, or disrespect toward an individual or group because of that person's Protected Status.
- **Sexual Harassment:** Sexual harassment is not only harassment, but is also a form of discrimination. Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when submission to or rejection of such conduct is used as the basis for employment decisions (for Employees) or educational decisions (for Students), or when such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working environment.
 - o There are three forms of sexual harassment:

- **Verbal Sexual Harassment:** Innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, lewd remarks and threats; requests for any type of sexual favor (including repeated, unwelcome requests for dates), and verbal abuse or “kidding” that is oriented toward a prohibited form of harassment, including that which is sexual in nature, unwelcome, and offensive.
 - **Non-verbal Sexual Harassment:** Distribution, display, or discussion of any written or graphic material (*e.g.*, calendars, posters, or cartoons) that are sexually suggestive or show hostility toward an individual or group because of sex, suggestive or insulting sounds, leering, staring, whistling, obscene gestures, content in correspondence, or other form of communication that is sexual in nature, unwelcome, and offensive.
 - **Physical Sexual Harassment:** Unwelcome physical contact (*e.g.*, touching, tickling, pinching, patting, brushing up against, hugging, cornering, kissing, fondling, and forced sexual intercourse or assault).
- There are two types of sexual harassment:
- *Quid pro quo* harassment, where submission to the harassment is used as the basis for employment decisions or educational decisions. For example:
 - A supervisor promises to give an employee a raise if she goes on a date with him; or a supervisor telling an employee she will fire him if he does not have sex with her.
 - A faculty member promises to give a student a good grade if she goes on a date with him; a faculty member threatens to give a student a bad grade if he does not have sex with her.
 - *Hostile work or learning environment*, where harassment creates an offensive and unpleasant

Anti-Bullying

Bullying is similar to harassment in that both types of conduct involve using cruel, offensive, and insulting behaviors to physical, mentally, and/or emotionally harm another person. Harassment specifically relates to conduct that is directed at another person because of the other person’s Protected Status; bullying as defined in this Policy, relates to all harassing conduct, regardless of the animus of the person engaging in the harassment. The following types of behavior are examples of bullying:

- **Verbal bullying:** Slandering, ridiculing or maligning a person or family; persistent name calling that is hurtful, insulting or humiliating; using a person as butt of jokes; abusive and offensive remarks.
- **Physical bullying:** Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault, damage to a person's work, study and living area or property.
- **Gesture bullying:** Nonverbal threatening gestures; glances that can convey threatening messages.
- **Exclusion:** Socially or physically excluding or disregarding a person in work-related activities for inappropriate reasons.

Complaints and Anti-Retaliation

It is a violation of University policy to retaliate against a person who submits or participates in the investigation of a complaint of conduct that violates this Policy.

Any person who has a good faith belief that they have experienced or witnessed a violation of this Policy must report the incident to the Behavioral Assessment Team at bat@roosevelt.edu. The complaint will be received by the Assistant Dean of Students and the Director of Campus Safety, who will intake the complaint and send it to the appropriate party for investigation and response. If you have experienced or witnessed a violation of this Policy that involves either the Assistant Dean of Students and/or the Director of Campus Safety, please report the incident directly to the Vice President of Human Resources/Chief Human Resources Officer.

Entities Affected by this Policy

All Divisions of the University.

Related Documents

See RU Policy No. 2.5 (Policy on Consensual Romantic or Physical Relationships); RU Policy No. 2.7 (Abused and Neglected Child Policy); RU Policy No. 2.8 (Equal Employment Opportunity Policy); RU Policy No. 3.11 (Sexual Misconduct Policy). Please also reference any complaint resolution or other procedures implemented pursuant to this Policy.

Revision and Implementation

The Vice President of Human Resources shall have the authority to revise this Policy, subject to the approval of the President's Executive Council. The following shall have the authority to establish any procedures necessary to implement this Policy:

- The Vice President of Human Resources; and
- The Vice President of Enrollment Management and Student Affairs (and/or, as authorized by the VP, the Associate Vice President of Student Affairs and Dean of Students).