

# **SUL ROSS STATE UNIVERSITY**

*A Member of the Texas State University System*

## **SEXUAL HARASSMENT POLICY**

**APM 5.09** (Revised 5/2012)

### **A. POLICY**

It is the policy of Sul Ross State University to offer equal employment opportunity to all employees and applicants. Each supervisor has a responsibility to maintain the work place free of sexual harassment. Sexual harassment is a form of sex discrimination and will be treated as such by the University.

### **B. DEFINITION**

Unwelcome verbal or physical behavior or conduct of a sexual nature constitutes sexual harassment when:

1. Submission to or rejection of the sexual advances or requests forms the basis for an employment decision that affects an individual or becomes a condition of an individual's employment, or
2. It has the purpose or effect of substantially interfering with an individual's work performance, such as by creating an intimidating, hostile or offensive work environment.

### **C. COMPLAINT PROCEDURE**

Anyone who experiences what they perceive to be sexual harassment should communicate to the offender that the behavior is unwelcome and must cease immediately. If this action fails or is deemed inappropriate, the offensive behavior should be reported to Human Resources. All such complaints will be reviewed and an attempt will be made to find an informal resolution. If an informal resolution cannot be achieved, the complainant may file a formal grievance, as outlined in Section 5.05 of this manual, against the offender. If the complaint is against the employee's immediate supervisor the grievance procedure may begin at the next level of supervision to bypass the harassing supervisor.

### **D. CORRECTIVE ACTION**

Written complaints of sexual harassment reported to Human Resources will be investigated. Confidentiality of complaints will be maintained to the extent possible, but cannot be guaranteed. Rights of the complainant and the accused will be respected. Immediate and corrective action will be taken if it is determined that prohibited conduct

has occurred. Corrective action may include disciplinary action up to and including termination of employment. False reporting will be subject to disciplinary action. Continued monitoring of the circumstances surrounding the complaint will be undertaken to ensure the situation has been remedied.

E. POLICY DISSEMINATION

This policy will be distributed to all current employees and new employees.