Unlawful Harassment and Discrimination

Spelman College is committed to providing a work environment that is free from discrimination and unlawful harassment. Actions, words, jokes, emails, materials or comments based on an individual’s race, color, religion, creed, gender, gender identity, national origin, age, disability, sexual orientation, marital status, genetic tests, genetic information or any other legally protected characteristic is unlawful and will not be tolerated. Harassment and discrimination (both overt and subtle) are forms of employee misconduct that is demeaning to another person, undermines the integrity of the employment relationships, and is strictly prohibited.

**Harassment is any unwelcome conduct, verbal, written, or physical based on prohibited discrimination that: (1) has the purpose or effect of unreasonably interfering with an employee’s work performance; (2) creates an intimidating, hostile, or offensive work environment; or (3) affects an employee’s employment opportunities or compensation.**

**Sexual harassment is any unwelcome behavior of a sexual nature, including but not limited to, unwelcome sexual advances, requests for sexual favors, physical conduct of a sexual nature, or other similar behavior. Sexual harassment is not limited to prohibited conduct by a male employee toward a female employee. A male, as well a female, may be a victim of sexual harassment. Similarly, sexual harassment is not limited to the actions of a supervisory employee toward a non-supervisory employee; the harasser may be an agent of the employer, a supervisory employee who does not supervise the victim, a coworker, or a non-employee.**

Spelman College regards such behavior as a violation of the standards of conduct required of all persons associated with the institution. Accordingly, those inflicting such behavior on others within the College setting are subject to disciplinary action, up to and including separation from employment. Unlawful harassment or discrimination need not be intentional to violate this policy.

**Employees who have concerns of unlawful harassment or discrimination should consider the following:**

## Reporting Unlawful Harassment and Discrimination

The College encourages any employee who wants to report an incident of unlawful harassment or any form of discrimination to promptly report the matter to his or her supervisor. The supervisor should contact the Office of Human Resources. If the supervisor is unavailable or if the employee does not feel comfortable approaching his or her supervisor with the report, the employee should immediately contact the Director of Human Resources, the Associate Director of Human Resources or the divisional Vice President or Department Chair.

Employees can raise concerns and make reports without fear of reprisal. Employees will not be retaliated against for reporting incidents of harassment or discrimination.

For additional information, please see Policy 703 in the Employee Handbook located online at <https://my.spelman.edu/group/mycampus/hr>. Also, you may contact a representative in the Office of Human Resources with questions.