

OKLAHOMA STATE UNIVERSITY INSTITUTE OF TECHNOLOGY
POLICY & PROCEDURES LETTER

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| Sexual Harassment | 1-009 ADMINISTRATIVE July 2009 |
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POLICY

- 1.01 Oklahoma State University Institute of Technology explicitly condemns sexual harassment of students, staff, and faculty and will not tolerate such conduct on or off campus. Sexual harassment is unlawful and may subject those who engage in it to college disciplinary sanctions as well as civil and criminal penalties. Sexual harassment is prohibited in the workplace and in the recruitment, appointment, and advancement of employees. Sexual harassment of students is prohibited in and out of the classroom and in the evaluation of student academic or work performance. The College reserves the authority to independently deal with sexual harassment issues whenever becoming aware of their existence, regardless of whether informal or formal complaints have been lodged by persons alleging such issues.
- 1.02 Members of the college community holding positions of authority involving the legitimate exercise of power over others have a particular responsibility to be sensitive to that power relationship. Supervisors, in their relationships with students and subordinates, need to be aware of potential conflicts of interest and the possible compromise of their evaluative capacity. Because there is an inherent power difference in these relationships, the potential exists for the less powerful persons to perceive a coercive element in suggestions regarding activities outside those appropriate to the professional relationship. It is the responsibility of the staff to behave in such a manner that their words or actions cannot reasonably be perceived as sexually coercive, abusive, or exploitative.
- 1.03 Grievance procedures consistent with the principles of due process have been developed and implemented for employees and students, and are available from the Office of Human Resources.

GUIDELINES

Definitions: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature constitute sexual harassment when:

- 1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic standing;
- 2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions or academic decisions affecting such individual; or

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- 3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or academic environment.

Information Sources: If a person alleging sexual harassment does not know who to talk to regarding allegations of sexual harassment, they may seek assistance from the Director of Human Resources. If an extraordinary conflict of interest would prevent use of the usual informal or formal review procedures, the person alleging sexual harassment may request assistance directly from the Office of the President.

PROCEDURES

- 2.01 All persons who believe that they have been subjected to prohibited sexual harassment are encouraged to report such conduct to appropriate college officials. It is not necessary that a person alleging sexual harassment file a formal complaint in order for the college to evaluate the matter and/or attempt to informally resolve the situation. Persons who believe that they have been subjected to prohibited sexual harassment may seek informal or formal college evaluation and responses to their concerns. However, in order for disciplinary action to be taken against a college employee, it may be necessary for a formal complaint to be filed, and that process may require the person alleging such behavior to cooperate with college officials on a formal basis.
- 2.02 This policy will be published in the student and employee handbooks, the student rights and responsibilities document, and the Oklahoma State University Institute of Technology Policy and Procedures Manual.
- 2.03 This policy will be administered through the grievance procedures for employees and students respectively.

Approved: February 2008
Revised: July 2009

¹Complaints and grievances concerning sex discrimination will be reviewed under the appropriate grievance procedures for the accuser. Complaints and grievances concerning disciplinary actions will be reviewed under the appropriate grievance procedures for the person accused.