



Policy No: 102.18  
Revision No: 5  
Effective Date: 1/13/2009

Also Applies To: **TJU/Methodist**

## UNIVERSITY POLICIES & PROCEDURES

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Category: Administration  
Title: **Policy on Equal Employment Opportunity; Policy Prohibiting Sexual Harassment; Policy on Other Forms of Harassment; Reasonable Accommodations; Policy Prohibiting Retaliation**  
Applicability: Thomas Jefferson University

### **Individuals and Conduct Covered**

These policies apply to all of Jefferson's officers, managers, supervisors, employees, faculty and applicants. All such individuals are both protected under and restricted by these policies.

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during off-site presentations or seminars, business trips, business meetings and business-related social events.

### **Policy on Equal Employment Opportunity**

Jefferson is committed to ensuring equal employment opportunity. All employment decisions, policies and practices are in accordance with applicable federal, state and local anti-discrimination laws.

Jefferson will not engage in or tolerate unlawful discrimination (including any form of unlawful harassment) on account of a person's sex, age, race, color, religion, creed, sexual preference or orientation, marital status, national origin, ancestry, citizenship, military status, veteran status, handicap or disability or any other protected group or status.

### **Policy Prohibiting Sexual Harassment**

Sexual harassment is a form of sex discrimination, and will not be tolerated. The following behaviors are prohibited, whether conducted by a man or a woman:

- To threaten or insinuate, expressly or implicitly, that any person is required to submit to sexual advances or to provide sexual favors as a condition of employment, continued employment or any term, condition or benefit of employment, or that a person's refusal to submit to sexual advances or to provide sexual favors will adversely affect the person's employment, continued employment or any term, condition or benefit of employment.
- To make any employment decision or take any employment action based on a person's submission to or refusal to submit to sexual advances.
- To engage in unwelcome sexually-oriented or otherwise hostile conduct which has the purpose or effect of interfering unreasonably with another person's work performance or of creating an intimidating, hostile, abusive or offensive working environment.

Sexual harassment may include a range of subtle and overt behaviors and may involve individuals of the same or different sex. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

It is important to remember that these prohibitions apply not only to oral and written communications, but also to e-mail, voice mail and Internet communications and searches.

It is no defense to inappropriate behavior that there was no bad intent, that it was only a joke, or that it was not directed at any particular person.

### **Policy on Other Forms of Harassment**

Harassment based on any other protected status is equally prohibited and will not be tolerated. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her age, race, color, religion, creed, sexual preference or orientation, marital status, national origin, ancestry, citizenship, military status, veteran status, handicap or disability or any other characteristic protected by law or that of his/her relatives, friends or associates.

Harassing conduct includes, but is not limited to: epithets, slurs or stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group.

It is important to remember that these prohibitions apply not only to oral and written communications, but also to e-mail, voice mail and Internet communications and searches.

It is no defense to inappropriate behavior that there was no bad intent, that it was only a joke or that it was not directed at any particular person.

### **Reasonable Accommodations**

Jefferson will make reasonable accommodations which do not impose an undue hardship, as defined by statute, on Jefferson on behalf of qualified individuals with disabilities or handicaps of which Jefferson is aware. Jefferson also will make reasonable accommodations which do not impose an undue hardship, as defined by statute, on Jefferson with regard to an employee's religious observances, practices and beliefs of which Jefferson is aware.

Request(s) for accommodation(s) for medical or religious reasons, should be made through your supervisor or manager or by calling Human Resources at (215) 503-7758.

### **Retaliation is Prohibited**

Jefferson prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. This means that management will neither engage in nor tolerate retaliation of any kind against an employee who makes a complaint, serves as a witness or otherwise participates in the investigatory process.

### **What to Do If You Feel You Have Been Subjected to Discrimination, Harassment or Retaliation**

In some situations, a person may not realize that his or her behavior is unwelcome and/or offensive to you. Therefore, employees are encouraged to tell the offending party that his or her conduct is unwelcome and/or offensive and request that the conduct stop. If this informal approach proves ineffective, or if it is one with which a person feels uncomfortable, for whatever reason, please follow the procedure set forth below. No employee is required to directly confront the individual who has made him or her uncomfortable.

If you believe that you may have been discriminated against, harassed by or retaliated against by any officer, manager, supervisor, co-worker, agent or non-employee with regard to any term or condition of your employment in violation of this policy, you should report the alleged violation immediately to your supervisor or manager, to Human Resources at (215) 503-7758, or you can call ComplyLine at (888) 5-COMPLY (888-526-6759). You can make your report to ComplyLine anonymously. Please speak with whichever person you feel the most comfortable, whatever your reasons.

All complaints will be investigated promptly, and the existence and nature of your complaint will be disclosed only to the extent necessary to make a prompt and thorough investigation or as may be necessary to take appropriate corrective measures.

### **Sanctions for Violations of These Policies**

Any officer, manager, supervisor, employee, agent or non-employee who, after appropriate investigation, has been found to have unlawfully discriminated against, harassed or retaliated against another person, or to have engaged in inappropriate behavior inconsistent with this policy (even if not unlawful), will be subject to appropriate disciplinary and/or corrective action, up to and including termination of his or her employment or other relationship with Jefferson.

**Original Issue Date:** 12/1/1993

**Revision Date(s):** 01/01/2004, 11/01/2005, 1/13/2009

**Review Date(s):**

**Related Policy:** 117.01 - Student Sexual Offense Response Policy”

**Responsibility for maintenance of policy:** Vice President for Human Resources

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**Approved by:**  
Victoria Sirianni