

# COPPIN STATE UNIVERSITY



## POLICY PROHIBITING SEXUAL HARASSMENT

### Overview

Coppin State University (CSU) is committed to maintaining a work and academic environment in which faculty, staff, and students can develop intellectually, professionally, personally, and socially. Sexual harassment is inconsistent with maintaining such an environment. This policy defines the University's position on sexual harassment and how complaints of sexual harassment are addressed.

### Policy

It is the policy of Coppin State University that sexual harassment of or by any faculty member, staff, student, or visitor is prohibited. Sexual harassment is a form of illegal sex discrimination prohibited by federal and state laws, and it will not be tolerated in the campus community.

A complaint may be filed by any staff, faculty member, student or volunteer, or witness who thinks he/she may be a victim of sexual harassment. Allegations of sexual harassment will be thoroughly and confidentially investigated. CSU is also committed to protecting the rights of both the complainant and the alleged harasser, including protection from retaliation. Frivolous or false reports of sexual harassment will be treated as seriously as the alleged offense itself.

CSU employees are required to report any alleged incidents within thirty (30) calendar days. Failure to promptly report an alleged incident of sexual harassment may result in disciplinary action against that employee. Members of the CSU community with personal knowledge of incidents that may constitute sexual harassment are also encouraged to report alleged incidents of sexual harassment within (30) calendar days.

Sanctions against CSU employees for sexual harassment and/or failure to report an alleged incident may range from counseling to termination. Likewise, sanctions against CSU students and volunteers for sexual harassment may include suspension or expulsion from CSU, programs and/or activities.

## Definitions

Sexual harassment is defined as any “unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when such conduct has the effect or purpose of unreasonably interfering with an individual’s performance or creating an intimidating, hostile, or offensive employment or educational environment”.

(For the purpose of this policy, CSU accepts the definition promulgated by the U.S. Equal Employment Opportunity Commission to the academic setting.)

- Examples of such behaviors include, but are not limited to, unwelcome physical contact; sexual remarks, conversations or jokes, or the display of sexually explicit materials which are inappropriate or without defensible educational purpose.
- Sexual harassment can occur between persons of the same or different genders. The victim as well as the harasser may be a woman or a man. The victim does not have to be of the opposite sex.
- Sexual harassment can occur between persons of equal or unequal power regardless of position. The harasser can be the victim's supervisor, a supervisor in another area, a contractor or vendor, a co-worker, a student or other non-employee.
- Also, the victim does not have to be the person harassed. The victim could be anyone who witnessed sexual harassment or is personally offended by such conduct directed toward another person.
- The harasser's conduct must be unwelcome.
- Sexual harassment can occur on campus or off campus at meetings, conferences, sporting events, and other events.

CSU Supervisor – Any person who directly or indirectly controls or affects the terms and conditions of employment of other employees or who is responsible for evaluating or grading students’ performance.

Members of the CSU community – any student, volunteer, contractor, vendor, or visitor who has legitimate reasons for being on campus.

## **Procedures for Responding to Allegations of Sexual Harassment**

The following procedures should be followed when responding to allegations of sexual harassment:

1. CSU employees and members of the CSU community who think they have been victims of sexual harassment should talk to the harasser. Inform them that their conduct is unwelcome and that it must stop.
  - If an individual is uncomfortable taking this step and/or if this step has already been taken and the harasser's conduct has not stopped, then proceed to Step 2.
2. Report the alleged incident to the Complainant's supervisor, the next level of leadership, or to the Director of Human Resources or designee.
3. A CSU supervisor who receives a report of an alleged incident of sexual harassment must immediately notify the Director of Human Resources or designee.
4. Upon receipt of notice of an alleged incident of sexual harassment, the Director of Human Resources or designee shall conduct a confidential investigation for the purpose of resolving the complaint.
  - An investigation may include a discussion of the matter with the Complainant, the alleged harasser, witnesses to the incident, or character witnesses, as well as consultation with legal counsel for CSU.
  - If the investigation finds that a complaint of sexual harassment does, in fact, violate University policy and/or involves a serious offense, a formal complaint will be initiated, which may lead to civil penalties and criminal prosecution.

## **Procedures for Filing Formal Complaints of Sexual Harassment**

CSU employees who wish to file a formal complaint of sexual harassment should contact the Director of Human Resources or designee directly.

- Formal complaints are processed pursuant to Coppin State University's Grievance Procedures.
- Complete details of the procedures may be obtained from the Office of Human Resources.

## REFERENCES

1. University System of Maryland Policy on Sexual Harassment VI-1.20  
<http://www.usmd.edu/regents/bylaws/SectionVI/VI120.html>
2. Title VII of the Civil Rights Act of 1964, as revised.
3. Title IX of the Educational Amendments Act of 1972, as revised.
4. The Annotated Code of Maryland, Article 49B and Article 27, §§464 B and C, as revised.