# BEXLEY SEABURY SEMINARY

# XXII. ANTI-HARASSMENT POLICY

**Definition and General Guidelines**

The seminary strictly enforces its policy against all forms of prohibited harassment involving members of the Bexley Seabury community. The rules and procedures set forth below apply to the entire seminary community. This policy prohibits harassment against members of the seminary community, applicants for employment, and admission into the seminary. The seminary cannot stress enough that it will not tolerate any form of prohibited harassment, nor will it tolerate retaliation against individuals who, in good faith, complain of or oppose prohibited harassment or participate in a harassment investigation.

1. The seminary will provide members of the seminary community with an environment free of prohibited harassment which has the purpose or effect of creating an intimidating, hostile, or offensive working or learning environment, unreasonably interfering with an individual’s work or academic performance or otherwise adversely affecting an individual’s employment or academic opportunities. Such harassment is unacceptable and contrary to our policy and the basic commitment to treat one another fairly with dignity and mutual respect.

2. Prohibited harassment is verbal or physical conduct that denigrates or shows hostility toward an individual because of his/her race, color, religion, national origin, age, physical or mental disability, sexual orientation, sex, or that of his/her relatives, friends, or associates, and that has the purpose or effect of creating an intimidating, hostile or offensive working or learning environment, unreasonably interfering with an individual’s work or academic performance or otherwise adversely affecting an individual’s employment or academic opportunities. Harassing conduct includes, but is not limited to, epithets, slurs, jokes, negative stereotyping, threatening, intimidating or hostile acts and written or graphic material placed on walls, bulletin boards or elsewhere on the seminary’s premises or circulated within the Bexley Seabury community that denigrates or shows hostility toward an individual or group because of race, color, religion, national origin, age, physical or mental disability, sexual orientation, or gender, with or without sexual conduct and including same sex harassment. Prohibited harassment can come from anyone who is classified as a member of the Bexley Seabury Seminary community.

3. Sexual harassment, one form of prohibited harassment, is defined in the Anti-Sexual Assault and Sexual Harassment Policyin this handbook.

4. Any member of the seminary community who believes that he or she has been the subject of prohibited harassment or retaliation other than sexual harassment should report the conduct immediately to one of the seminary officials listed under Procedures below.

5. The seminary will promptly and thoroughly investigate all complaints and take any appropriate remedial action to stop prohibited harassment. There will be no retaliation against anyone who in good faith complains of or opposes harassment or participates in

any investigation. Confidentiality will be protected to the extent consistent with a full investigation.

6. If it is determined after an investigation that a member of the seminary community has engaged in prohibited harassment or retaliation in violation of this policy, he/she will be subject to the appropriate disciplinary action up to and including dismissal.

7. All members of the seminary community are expected to act in a responsible and professional manner and to establish a positive working and learning environment, free of discrimination, harassment and retaliation.

 8. The seminary is committed to the principles of freedom of inquiry and expression, as set out in the Faculty Handbook. This policy is not meant to compromise this commitment in any way. Sexual harassment is not only an inappropriate expression of freedom of inquiry and expression; it is inconsistent with these values.

**Procedures** These procedures are to be used for complaints falling under both sexual harassment and Title IX Sexual Violence and Sexual Assault.

***Bringing a complaint***

1. Any member of the seminary community who believes that he or she has been the subject of sexual or other harassment or retaliation should report the matter as soon as possible to the President. The report may be made orally or in writing. The complaint should be made as promptly as possible after the alleged harassment takes place.

2. The seminary is committed to maintaining confidentiality in any case that involves allegations of sexual harassment and will protect the privacy of all parties involved to the extent that is possible.

***Resolution Procedures***

The President will hear the particulars of the situation, provide any immediate care that is needed, and explain the options available. The President will report the matter to a member of the Harassment Panel (See below.). Complaints of harassment may be resolved through any of the procedures described below. Initial attempts at resolution through discussion or mediation are encouraged, but the decision about which approach to take is normally made by the complainant. In certain cases, due to the nature of the alleged offense, the Harassment Panel may recommend initiating a formal investigation.

***Initial procedures***

The person bringing the complaint may wish to confront the alleged offender directly, seek resolution, and then report back to a designated member of the Harassment Panel. The designated Harassment Panel member may inform the alleged offender of the complaint and initiate a course of action that will bring about informal resolution acceptable to both parties. The complainant and the alleged offender may participate in mediation overseen by a member of the Harassment Panel.

***Formal investigation***

If the complainant wishes to proceed with a formal investigation after the initial conversation and any attempts at reaching an informal resolution, a written complaint must be submitted to a member of the Harassment Panel. A member of the Panel will inform the alleged offender of the complaint and of the identity of the complainant. Retaliation in any form against the complainant will not be tolerated. Members of the Harassment Panel will conduct whatever investigation they deem appropriate, including interviews with the complainant, the alleged offender, and any other appropriate persons. The Panel will attempt to determine the facts of the case. At any point, the Panel may decide that the complaint is unfounded and so should be rejected. The proceedings will be kept confidential to the extent possible. A record will be kept, and a copy of that record, along with written findings and recommendations, will be given to the President.

The President will review the case and make a final decision, taking into account the recommendations of the Panel. The President will inform the complainant and the alleged offender of the outcome of the investigation. Both parties will treat the information as confidential.

If the complaint of harassment is found to be accurate, prompt remedial action and appropriate disciplinary action will be taken. Appropriate disciplinary action may include expulsion in the case of a student harasser or dismissal in the case of a faculty or employee harasser. If the complaint is not found to be accurate, the case will be dismissed. If the complaint is found to be accurate, the report of the President with the recommended disciplinary action will be placed in the permanent file of the accused. All other records of the case will be retained in the President’s office.

***Harassment Panel***

The Harassment Panel normally consists of The President, the Academic Dean, and one faculty or staff member appointed by the President. If the President is the alleged offender, the Chair of the Board of Trustees replaces the President in every aspect of these procedures. If another member of the Panel is the alleged offender, the President will appoint another person to replace the member in question.