

# NATIONAL AMERICAN UNIVERSITY

## Policy

This policy prohibits any form of harassment by any individual, including university managers and supervisors, employees, co-workers and third parties such as students, consultants, contractors or vendors who deal with university employees or students.

### **Definitions of Sexual and Other Forms of Harassment and Discrimination**

1. Discrimination consists of unequal treatment in the workplace or academic setting or in the terms and conditions of a person's employment or academic standing, when the treatment is based on a person's race, color, creed, religion, national origin, sex, sexual orientation, disability, age, genetic information, gender identity, or other protected class status.
2. Harassment consists of unwelcome conduct based on a person's race, color, creed, religion, national origin, sex, sexual orientation, disability, age, genetic information, gender identity, or other protected class status when submission to such conduct:
  - a. is a condition of employment, continued employment, admission to the university, continued enrollment, or academic achievement; or
  - b. is a basis for an employment decision affecting an employee's job or a student's ability to obtain an education; or
  - c. interferes with an employee's job or a student's academic performance; or
  - d. creates an intimidating, hostile or offensive work or academic environment.
3. National American University prohibits such harassment in any form, including verbal, physical and visual harassment.



Human Resources – Employee Relations

3. It is the responsibility of ALL employees and students to:
  - a. Read and abide by this policy. Employees with questions may contact the director for human resources. Students with questions may contact the campus leader or the Title IX coordinator.
  - b. Refrain from engaging in acts of harassment or discrimination or acts that can be construed as harassment or discrimination.
  - c. Immediately report any acts of discrimination or harassment or acts that can be construed as such.
  - d. Cooperate with any investigation regarding discrimination, harassment, or inappropriate conduct.
  - e. Maintain the confidentiality of any complaint or information received or provided in the course of an investigation, only disclosing information to those university personnel or representatives with a need to know about the complaint or information. Refrain from speculation and from drawing conclusions or “gossiping” about the subject matter or individuals involved in claims of harassment or discrimination, or involved in the investigation of such claims.
  - f. Refrain from taking any adverse or retaliatory action against any individual who has made a claim of harassment, opposed harassment, or participated in the investigation