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IES Abroad Policy Regarding Harassment

www.iesabroad.org/inside. Filed under: **Human Resources>Policies**

(Also contained within: IES Abroad, Chicago Employee Policy Manual, Section III, Part K.)

IES expects its employees to avoid any behavior which creates or contributes to an intimidating, hostile, or offensive environment for any student, consortium member, guest, or fellow employee regardless of whether it is of a sexual nature or with reference to religion, gender, sexual orientation, race, age, ethnic background, national origin, disability, or any other reason. IES will not tolerate sexual or any other form of harassment.

The Equal Employment Opportunity Commission (EEOC) has issued guidelines under Title VII of the Civil Rights Act of 1964 concerning sexual harassment in the work place. The guidelines list three criteria for determining whether acts such as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature constitute unlawful sexual harassment:

1. Submission to the conduct is made either an explicit or implicit condition of employment, or
2. Submission to, or rejection of the conduct is the basis for either continued employment or termination, decisions affecting pay, benefits, or advancement opportunities or the lack thereof, or
3. The conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Any conduct of a sexual nature (including verbal conduct) that is offensive to other employees of IES must be avoided. Sexual harassment may also arise from other forms of conduct such as unwanted demonstrations of affection (hugging, kissing, etc.), unwanted touching, sexual gestures, "off-color" jokes, or suggestive remarks about appearance or grooming. What might seem normal "banter" or "fun" to some could be deeply offensive to others. In any instance of substantiated sexual harassment, IES will take appropriate corrective action. Depending upon the severity of the conduct and prior history of the parties involved, such action may range from counseling to termination of IES' relationship with the offending individual.

If you encounter conduct that you believe constitutes harassment you should inform your immediate supervisor and, if you so choose, your department head, the AVP of Human Resources, or the President. Supervisors and department heads should immediately advise the AVP of Human Resources of any complaints that have been brought to their attention. The AVP of Human Resources is responsible for seeing that all complaints are carefully reviewed and that, where warranted, appropriate corrective action is taken. Our objective is to resolve any complaints quickly and fairly for all individuals involved and to retain as much confidentiality as possible.

If you complain of harassment, every effort will be made to resolve the situation and appropriate action will be taken. You will not be subject to any form of retaliation for having made an harassment complaint.

Willfully false accusations of sexual harassment or any other misconduct is improper and will likewise not be tolerated by IES. It should also be noted that offensive or abusive conduct, even when unrelated to sex, age, or other protected characteristics should always be avoided. All personnel associated with IES are expected to conduct themselves in a civil and professional manner.

The goal of IES is to have a work place free from any harassment and all employees are expected to cooperate in the attainment of this goal. This imposes an obligation on all of us to avoid conduct that constitutes harassment. A failure to meet this obligation will result in appropriate corrective action that may consist of discipline up to and including termination.