Non-Discrimination and Anti-Harassment Policy

Charleston Southern University is committed to maintaining a Christian environment for work, study, and social activities. To that end, and in accordance with federal and state law, the University prohibits any member of the faculty, staff, administration, student body, or visitors to campus, whether they be guests, patrons, independent contractors, or clients, regardless of the sex of the other party, from willfully harassing, or interfering with the activities or legitimate rights of any person in a way that deprives that person of due consideration as an individual.

Definitions of Harassment. Harassment includes, but is not limited to: epithets, slurs or negative 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 (including through e-mail).

a. Harassment. Harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, national origin, age, disability, [alienage or citizenship status, marital status, creed, genetic predisposition or carrier status, sexual orientation] or any other characteristic protected by law that is unwelcome, hostile or intimidating.

b. Sexual Harassment. Sexual harassment may include but is not limited to quid pro quo (something for something, such as a demand or offer of sexual activity to retain or obtain academic, employment or other benefits), and/or an abusive or hostile environment which interferes with the ability to function as a full participant in your activity. It includes unwelcome sexual advances, requests for sexual favors and/or other verbal or physical acts of a sexual nature which, because of their severity and/or persistence, interfere significantly with an individual’s or a group’s work or education, or adversely affect an individual’s or a group’s living conditions. Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender.

(i) Examples of Sexual Harassment Include, but are not limited to:

(a) Physical Assault.
(b) Direct or implied threats that submission to sexual advances is or will be a condition of letters of recommendation or participation in an event or activity.
(c) Sexual advances, physical or implied, or direct propositions of a sexual nature. This activity may include, but are not limited to, inappropriate/unnecessary touching or rubbing against another, sexually suggestive or degrading jokes or comments, remarks of a sexual nature about one’s clothing and/or body, preferential treatment in exchange for sexual activity, and the inappropriate display of sexually explicit pictures, text, printed materials, or objects that do not serve an academic purpose.
(d) A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation for another person.
(e) Remarks speculating about a person’s sexual activities or sexual history, or remarks about one’s own sexual activities or sexual history that are inappropriate in the context in which they are made.

(ii) Other Violations of the Sexual Harassment Policy may include, but are not limited to:
(a) Retaliation against a person who has made a report or filed a complaint alleging sexual harassment, or participated as a witness in a sexual harassment investigation.
(b) Disregarding, failing to investigate adequately, or delaying investigation of allegations of sexual harassment, when responsibility for reporting and/or investigating sexual harassment charges comprise part of one’s duties.

(iii) Reporting Sexual Harassment/Assault. Persons should report any sexual harassment/assault they experience, observe, hear about, or believe may be occurring, to the following people:
(a) The North Charleston Police Department at 843-308-4718 or 911;
(b) The CSU Security department at 843-553-5896; and
(c) The CSU administrator for the event or CSU’s Affirmative Action Officer at 843-863-7109.

No one should assume an official of Charleston Southern University knows about your situation. The police should always be your first point of communication in any situation.

Individuals and Conduct Covered. These policies apply to all applicants and employees, and prohibit harassment, discrimination and retaliation whether engaged in by fellow employees, by a supervisor or manager or by someone not directly connected to Charleston Southern University (e.g., an outside vendor, consultant or customer).

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

Retaliation Is Prohibited. Charleston Southern University 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.

Complaint Procedure. Reporting an Incident of Harassment, Discrimination or Retaliation:

Charleston Southern University strongly urges the reporting of all incidents of discrimination, harassment or retaliation, regardless of the offender’s identity or position. Individuals who believe they have experienced conduct that they believe is contrary to Charleston Southern University’s policy or who have concerns about such matters should file their complaints with their immediate supervisor, the Director of Human Resources or the Affirmative Action Officer before the conduct becomes severe or pervasive. Individuals should not feel obligated to file
their complaints with their immediate supervisor first before bringing the matter to the attention of one of the other Charleston Southern University designated representatives identified above.

Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment. Therefore, while no fixed reporting period has been established, Charleston Southern University strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken. Charleston Southern University will make every effort to stop alleged harassment before it becomes severe or pervasive, but can only do so with the cooperation of its staff/employees.

The availability of this complaint procedure does not preclude individuals who believe they are being subjected to harassing conduct from promptly advising the offender that his or her behavior is unwelcome and requesting that it be discontinued.

**The Investigation.** Any reported allegations of harassment, discrimination or retaliation will be investigated promptly, thoroughly and impartially. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

**Responsive Action.** Misconduct constituting harassment, discrimination or retaliation will be dealt with promptly and appropriately. Responsive action may include, for example, training, referral to counseling, monitoring of the offender and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reduction of wages, demotion, reassignment, temporary suspension without pay or termination, as Charleston Southern University believes appropriate under the circumstances.

If an employee making a complaint does not agree with its resolution, the employee may appeal to their respective senior officer or the President.

Individuals who have questions or concerns about these policies should talk with the Director of Human Resources or a member of the Human Resources Department.

These policies should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in business or work-related social activities or discussions in order to avoid allegations of harassment. The law and the policies of Charleston Southern University prohibit disparate treatment on the basis of sex or any other protected characteristic, with regard to terms, conditions, privileges and perquisites of employment. The prohibitions against harassment, discrimination and retaliation are intended to complement and further these policies, not to form the basis of an exception to them.