



Sexual Harassment **Classified and Exempt/Non-Faculty Handbooks**

Bradley University reaffirms the principle that its students and employees have a right to work in an environment free from sexual harassment. Bradley University does not tolerate sexual harassment and commits its efforts to educate its students and staff that the understanding of and sensitivity to this issue is paramount in the world both inside and outside the University.

Sexual harassment is any verbal or physical conduct that denigrates, threatens, or shows hostility toward another employee because of that employee's gender. Males or females may commit sexual harassment. Victims of sexual harassment may be of the same or opposite sex. Sexual harassment may occur in any employment, student/teacher or student/employer relationship. It is imperative that all employees and students be involved in an atmosphere free from sexual harassment.

Sexual harassment may consist of unwelcome sexual advances, requests for sexual favors or other verbal or physical acts of a sexual or sex-based nature, without regard to whether submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, performance appraisal, wages, advancement, assigned duties, shifts or any other condition of employment or career development. Such actions may also constitute sexual harassment without regard to whether such conduct may interfere with an individual's work performance or create an intimidating, hostile or offensive work or educational environment.

Verbal or physical conduct need not be of a sexual nature to constitute sexual harassment. When hostility toward an individual, because of the individual's gender, motivates the hostility; such conduct may be sexual harassment.

In all cases, sexual harassment undermines the integrity of the University and is not tolerated.

Employees in the University community who feel they have been the victims of sexual harassment are expected to seek redress through the established University grievance process or the Human Resource Department. Employees seeking redress or information should contact the Human Resource Department (239 Sisson Hall, Ext. 3223).

Policy on Sexual Harassment

It is the policy of Bradley University to provide a workplace for every employee and a campus for all students which are free from sexual harassment. Sexual harassment in the work environment and sexual harassment in higher education are civil rights violations under Illinois law.

Definitions

In the work environment, "sexual harassment" means any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when (1) submissions to such conduct is either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Description of Sexual Harassment

Sexual harassment prohibited by this policy includes verbal, nonverbal, or physical conduct. The terms "intimidating," "hostile," or "offensive" as used include conduct which has the effect of humiliation, embarrassment or discomfort. Examples of verbal conduct which may have such an effect include: explicit sexual propositions, sexual innuendo, suggestive comments, foul or obscene language, insults of a sexual nature, and humor or jokes about sex or gender specific traits. Examples of nonverbal conduct which may have such an effect include: suggestive or insulting sounds, obscene gestures, display of foul or obscene printed or visual material. Examples of physical conduct which may have such an effect include: sexual touching, patting or pinching of a sexual nature, intentional brushing of the body, coerced sexual intercourse, and sexual assault.

Sexual harassment may involve the behavior of a person of either sex against a person of the opposite or same sex, when that behavior falls within the above definitions. In listing these examples, we do not intend to infringe on academic freedom nor discourage discussion of controversial issues.

Retaliation Protection

It is also a civil rights violation under Illinois law for a person, or two or more persons, to conspire, to retaliate against a person because he or she has opposed conduct which he or she reasonably and in good faith believes to be unlawful sexual harassment in employment or sexual harassment in higher education, or because he or she has made a charge, filed a complaint, testified, assisted or participated in an investigation, proceeding or hearing under the Illinois Human Rights Act.

Bradley's Internal Procedures for Sexual Harassment Complaints

Prevention of harassment must begin at an early stage in the occurrences. It should begin with the affected employee or student indicating clearly that the conduct is unwelcome and request it cease.

Failing in the first step, the next step is for the employee or student to make a complaint to the offending person's supervisor or Bradley's EEO/AA Officer. The supervisor or EEO/AA Officer shall act promptly to investigate and take appropriate action to prevent further occurrences and advise the complainant of the appropriate mechanism for complaint resolution.

Sexual harassment complaints may be informally resolved. If the informal process is unsuccessful, formal resolution is achieved by means of one of the following: (1) the student nonacademic grievance policy, (2) the faculty grievance policy, or (3) the established mechanism for handling a complaint of discriminatory action through the EEO/AA Officer.

Penalties for substantiated sexual harassment of any kind include the full range of discipline available under Bradley's policies from a reprimand to immediate termination. The penalty in a given case will depend on all relevant facts and circumstances.

Procedures Available Through the Illinois Department of Human Rights and the Illinois Human Rights Commission

In addition to Bradley's internal procedures set forth above, the Illinois Human Rights Act provides formal procedures for the filing, investigation, and adjudication of sexual harassment complaints. In the event Bradley's internal procedures prove unsatisfactory, any employee or student with a complaint of sexual harassment may initiate charges under the Illinois Human Rights Act by contacting the Illinois Department of Human Rights or the Illinois Rights Commission at the offices of such agencies, located in Chicago and Springfield. The Springfield addresses are:

Illinois Department of Human Rights
222 S. College, Room 101A
Springfield, IL 62704
Telephone: 217.785.5100

Illinois Human Rights Commission
Stratton Building, Room 404
Springfield, Illinois 62706
Telephone: 217.785.4350

Under the Act, a charge must be filed with the Department within 180 days of the alleged unlawful conduct, which, after Department investigation, may result in adjudication before the Commission. Further details on this process may be obtained from the Department or Commission.

HUMAN RESOURCE DEPARTMENT

1501 WEST BRADLEY AVENUE – PEORIA, IL 61625 – (309) 677-3223 – FAX (309) 677-3867