

ANTI-SEXUAL HARASSMENT POLICY

While all forms of harassment are prohibited, special attention should be paid to sexual harassment. "Sexual harassment" can include all the above actions, as well as other unwelcome conduct, and is generally defined under both state and federal law as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature whereby:

Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of any individual's employment or as a basis for employment decisions.

Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, a hostile, or an offensive work environment.

Other sexually oriented conduct, whether intended or not, that is unwelcome and has the effect of creating a work environment that is hostile, offensive, intimidating, or humiliating to workers may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct that, if unwelcome, may constitute sexual harassment depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- I. Unwanted sexual advances, whether they involve physical touching or not.
- II. Sexual epithets. jokes. written or oral references to sexual conduct. gossip regarding one's sex life. comments about an individual's body. and comments about an individual's sexual activity, deficiencies, or prowess.
- III. Displaying sexually suggestive objects, pictures, or cartoons.
- IV. Unwelcome leering, whistling, brushing up against the body, sexual gestures, or suggestive or insulting comments.
- V. Inquiries into one's sexual experiences.
- VI. Discussion of one's sexual activities.

All VaYU employees, Faculty, and Students should take special note that, as stated above, retaliation against an individual who has complained about sexual or other harassment and retaliation against individuals for cooperating with an investigation of sexual or other harassment complaints violate VaYU's policy.

GRIEVANCE PROCEDURE

If an employee, Faculty, Student, or any individual believes that they have been subject to or have witnessed unlawful discrimination, including sexual or other forms of unlawful harassment, or other inappropriate conduct, they are required to follow the procedure below;

- i. Students can raise their Grievances by following the procedures outlined in the *"Student Grievance and Complaint Policy"* listed on [VaYU Policy Page](#).
- ii. Faculty members can consult Section 9.4 of the Faculty Handbook, titled *"Faculty Grievance Policy and Procedure"*.

- iii. Staff members can find guidance in Section 7 of the Staff Handbook known as the "*Staff Grievance Policy*."

All complaints will be investigated promptly, and confidentiality will be protected to the extent possible. A timely resolution of each complaint should be reached and communicated to the parties involved.

If the investigation confirms conduct that violates this policy has occurred, VaYU will take immediate, appropriate, corrective action, including discipline, up to and including immediate termination.

No reprisal, retaliation, or other adverse action will be taken against an employee for making a complaint or report of discrimination or harassment or for assisting in the investigation of any such complaint or report. Any suspected retaliation or intimidation should be reported immediately to one of the persons identified above.

Note: VaYU is an online university, so your message to us may not be responded to immediately. Since we are unable to respond to personal emergency situations, call '911' if you are in the US or your local emergency or police system.

To share your feedback and ideas email us at hr@vayuusa.org.

References:

[*SHRM - The Voice of All Things Work*](#)