



## Kettering University

### Productive Work Environment Policy

Applies to: All faculty and staff employees

Kettering University is committed to promoting a productive work environment. All employees are expected to contribute to a productive work environment by demonstrating behavior that does not interfere with another employee's work performance or create an intimidating, offensive or hostile environment. Harassment will not be tolerated, regardless of intent, and regardless of the victim's rejection or tolerance. Special attention is called to the prohibition of sexual harassment.

**All sexually harassing or offensive conduct in the workplace, whether committed by supervisors, non-supervisory employees or non-employees, is prohibited.** Such conduct includes:

- Sexual flirtation, touching, advances or propositions;
- Verbal abuse of a sexual nature;
- Graphic or suggestive comments about an individual's dress or body;
- Sexually degrading words to describe an individual;
- The display, in the workplace, of sexually suggestive objects or pictures, including nude photographs.

A behavior constitutes sexual harassment if it is unwelcome and:

- It interferes with the ability of another employee to do his or her job, creating a hostile work environment; or
- It is expressed or implied that acceptance of the behavior is a condition of employment.

If you believe the words or actions of a supervisor, employee or any other person on campus constitutes unwelcome harassment, promptly:

- Inform the harassing employee that his or her actions are unwelcome and the harassing behavior must cease; and
- Keep a written record of the details

- Report the behavior to your supervisor, their supervisor or the VP of Human Resources.

If, for any reason, you feel uncomfortable in discussing the matter with your immediate supervisor, or feel that your supervisor has not been responsive to your complaint, report the matter to your supervisor's manager. If you also feel uncomfortable discussing the matter with this manager, or feel they have not been responsive to your complaint, report the matter to the Vice President of Human Resources or designee.

All complaints of harassment will be investigated promptly. Confidentiality will be maintained to the extent reasonably possible. A timely resolution will be reached and communicated to the parties involved. All employees are required to cooperate in any investigation. Retaliation against any person for filing a complaint or participating in an investigation will not be tolerated. Any employee or supervisor who is found to have harassed or retaliated against another employee will be subject to appropriate disciplinary action, up to and including termination.