ANTI-DISCRIMINATION, HARASSMENT AND RETALIATION POLICY

Effective: August 23, 2005

The University of Louisiana at Monroe (ULM) is committed to offering all employees, students and visitors, a campus environment free from all forms of harassment, discrimination, and retaliation. All members of the University community should be treated with dignity and fairness without being subjected to conduct which stifles productivity and hinders academic and professional involvement.

All employees and students will be held accountable for compliance with this policy and any violation of this policy may lead to disciplinary action. Hostile, offensive or rude behavior not only undermines

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demotion, suspension, and termination. Adverse actions may include threats, reprimands, negative evaluations, salary reductions, change in job assignments, harassment, hostile behavior or attitudes toward the complainant.

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REPORTING REQUIREMENTS

Any applicant, employee, student, or other individual who experiences any conduct that he or she believes may constitute harassment, discrimination, or retaliation has an obligation to report it. No individual is required to report or make a complaint of harassment, discrimination, or retaliation directly to the person who is engaging in the problematic conduct.

Any individual who becomes aware of any conduct that he or she believes may constitute harassment, discrimination, or retaliation has a similar obligation to report the conduct regardless of whether he or she is personally involved in the conduct and regardless of whether the conduct involves employees, students, vendors, or others in the academic or work environment.

COMPLAINT PROCEDURES

Complaints, whether informal or formal, should be reported as soon as possible after any alleged discrimination, harassment or retal

event a complainant is not satisfied with the results of an Informal Complaint, the complainant may appeal by filing a Level 1 Complaint and begin the Formal Complaint process.

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<u>Formal Complaint</u>: Level 1 - Complaints of harassment, discrimination or retaliation should be submitted to the Director of Human Resources Director/EEO Officer within 10 business days of receipt of the results of the Informal Complaint or within 10 business days of the alleged incident if the complainant does not wish to use the informal complaint process. The Director of Human Resources Director/EEO Officer will initiate an investigation and provide a written summary of the outcome of the investigation to both parties within a reasonable timeframe.

<u>Appeal</u>: Level 2 - If either party to a complaint wishes to appeal the Level 1 decision, an appeal should be made in writing within 10 business days of receipt of the written summary of the outcome of the investigation provided by the Director of Human Resources/EEO Officer. The appeal should be sent to the Office of the President of the University who will forward the appeal to the EEO Advisory Committee for a review and determination.

Prior to the EEO Advisory Committee's review, a trained investigator will:

- 1. Review and investigate the Level 1 complaint;
- 2. Collect and clarify additional facts about the alleged incident, if necessary;
- 3. Meet with the complainant and the accused individual, if appropriate;
- 4. Provide a written report to the EEO Advisory Committee with detailed findings.

EEO ADVISORY COMMITTEE

The EEO Advisory Committee will review (1) the Level 1 complaint, (2) the appeal, (3) the investigator's report and (4) make a determination as to whether the University's Anti-Discrimination, Harassment and Retaliation Policy has been violated