It is the goal of Rose-Hulman Institute of Technology to provide the optimal educational and professional environment for all students, faculty, and staff. Rose-Hulman is committed to a policy of nondiscrimination, equal employment, and equal educational opportunity with respect to recruitment, hiring and training, promotion and treatment of persons in all organizations, services, and programs. Rose-Hulman will not tolerate any unlawful discrimination or harassment based on race, religion, color, national origin, sex, age, citizenship status, disability, veteran status or sexual orientation. Any person violating this policy will be subject to disciplinary action up to and including termination.

Sexual harassment is conduct that includes making requests for sexual favors, unwelcome sexual advances or other verbal or physical conduct of a sexual nature. This prohibited conduct cannot be used as a condition of an employee’s continued employment or a student’s continued education. Reprisals, such as the taking or failing to take any personnel or academic action, may not be made against any person for rejecting or reporting such prohibited conduct. No employee or student shall threaten or insinuate, either explicitly or implicitly, that an individual’s submission to or refusal to submit to sexual advances will affect the person’s employment, academic progress, evaluation, wages, advancement, assigned duties, shifts, or any other condition of employment or academic development. All persons are prohibited from conduct of a sexual nature that creates an intimidating, humiliating or offensive working or educational environment.

Examples of sexual harassment may include, but are not limited to, such conduct as the following:

- Unwelcome sexual advances, flirtations, requests for sexual activity, verbal or physical conduct of sexual nature.
- Sexual jokes, slurs, speculations about sexual orientation or experience, or sexually explicit statements;
- The display of sexually suggestive objects or pictures

Workplace harassment is any unwelcome verbal, written or physical conduct that either denigrates or shows hostility or aversion towards a person on the basis of race, religion, color, national origin, gender, age, citizenship status, disability, veteran status or sexual orientation or on the basis of having previously complained of discrimination or harassment. The harassment has the purpose or effect of creating an intimidating, hostile or offensive work environment or may interfere with opportunities impacting employment, academic progress, evaluation, wages, advancement, assigned duties, shifts, or any other condition of employment or academic development.

Any employee who believes that he or she has been subject to workplace or sexual harassment should promptly report the incident in writing by completing a Harassment Resolution Form and submitting it to one of the following persons: His/her supervisor; area Vice-President/Dean; Director of Human Resources; Ombudsman Committee.

Any student who believes that he or she has been subject to workplace or sexual harassment should promptly report the incident in writing by completing a Harassment Resolution Form and submitting it to one of the following persons: Student Affairs Staff; the student’s Academic Advisor; Vice-President for Academic Affairs; Director of Human Resources.
It is the Institute’s policy to investigate promptly all complaints of harassment and, where appropriate, to take prompt remedial action. Any person who engages in harassment is subject to disciplinary action, up to and including termination of employment or expulsion. Any person who discriminates or takes adverse action against another person because that person complains of harassment or assists in an investigation of a harassment complaint will also be subject to disciplinary action, up to and including termination of employment or expulsion.
HARASSMENT RESOLUTION FORM

This form should be completed in the presence of the issuing Institute representative and immediately returned to that person afterward. It has been designed to collect facts for resolving workplace or sexual harassment concerns.

Please answer each question to the best of your ability restricting your response to the focus of each question. The last question allows you the freedom to comment on any facts not requested previously.

Remember, this procedure has been designed to protect all employees and students from workplace or sexual harassment and from being subjected to wrongful accusations of harassment as outlined in the Institute’s Workplace and Sexual Harassment Policy. Therefore, resolution will focus on verifiable facts. Hearsay and innuendo are not verifiable facts.

It is the expectation of the Institute that all parties involved in the resolution process be treated courteously and with respect. This expectation holds true for employees and management personnel alike. Regardless of their degree of personal frustration, no individual within the organization is exempt from this exception. The Institute will not tolerate inconsiderate or disruptive behavior as a substitute for a rational resolution process.

1. Please summarize what happened? Who was involved? Where it took place? When it took place? Please be specific including names, dates, times, etc.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

2. What were your feelings about it?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

3. What did you do?
4. What is the background of the incident?

5. What documentation do you have?

6. Did anyone else see or hear the incident?

7. Did you talk with anyone else about it?
8. Do you know if this person has harassed anyone else? If so, who? Do you have verifiable facts?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

9. How did it affect your work?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

10. What would you like the Institute to do about what happened?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

11. Other comments?