

# Harassment Policy

The William H. Miner Agricultural Research Institute is committed to establishing and maintaining an educational and work environment free from discrimination, coercion, or harassment. Miner Institute strictly prohibits unlawful harassment based upon race, color, religion, sex, national origin, age or disability.

Any infraction of this policy will be a serious violation and will result in disciplinary action, up to and including termination.

## SEXUAL HARASSMENT

Miner Institute also strictly prohibits sexual harassment. Under Miner Institute's policy, sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other visual or physical conduct of a sexual nature where:

- Submission to such conduct is made a condition of employment; or
- Submission to or rejection of such conduct by an individual influences employment decisions affecting such an individual; or
- Such conduct intentionally and substantially interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment.

In accordance with this policy, Miner Institute will neither condone nor tolerate:

- Unwelcome sexual advances;
- Requests for sexual acts or favors;
- Threats, demands or suggestions that an employees' work status is conditioned upon her or his tolerance of sexual advances;
- Acts of verbal or physical aggression;
- Intimidation or hostility based on sex;
- Inappropriate or overly familiar touching;
- Sexual innuendos, obscene gestures, jokes and remarks of a sexual nature; or
- Other verbal, visual or physical conduct of a sexual nature.

Miner Institute also prohibits retaliation against employees for complaining about harassing behavior. In the context of this policy, retaliation is any adverse employment action against an employee because the employee lodged a harassment complaint or participated in Miner Institute's investigation of a complaint. Such conduct will itself give rise to appropriate corrective action.

## **HOW TO REPORT A PROBLEM**

1. All harassment complaints must be reported as soon as possible. You should report harassment you suffer or observe to any Supervisor or Officer, including the President.
2. All harassment complaints will be promptly and thoroughly investigated. Confidentiality will be maintained to the extent possible. The investigation will be objective and complete; all those with pertinent information on the subject will be interviewed.
3. No employee will suffer reprisal for reporting sexual harassment or any other unlawful conduct, or for initiating or assisting in any action or proceeding regarding unlawful harassment or discrimination. Any incidents of further harassment or retaliation should be reported immediately.
4. When the investigation ends, a determination will be made, and the results will be communicated to the complainant, the alleged harasser and, as appropriate, to others directly concerned.
5. Based upon the results of the investigation, appropriate and effective remedial action will result. Such action may include, depending on the circumstances, a warning, suspension, demotion or discharge. Steps will also be taken to prevent any further harassment.
6. Any harassment complaint found to be malicious or based upon false information will be a serious violation and may result in disciplinary action, possibly termination.

## **Romantic Relationship Policy**

Miner Institute encourages the interaction and development of friendships among its employees and students. Miner Institute does, however, discourage relationships that interfere with an employee's performance of their responsibilities.

Miner Institute prohibits any intimate personal relationship between an employee or student and their Supervisor. The employee or students' Supervisor may be a Department Head, Teacher, Trainer, Mentor, Officer or Supervisor. Such relationships may raise questions regarding the objectivity of the Supervisor and create conflicts of interest that affect the subordinate employee or student involved in the relationship and other students or employees working for the Supervisor. If an employee is uncertain whether they are considered to be a Supervisor, it is recommended they ask a Department Head or Officer before a romantic relationship begins. In the event an intimate personal relationship develops between an employee or student and their Supervisor, it is the responsibility of the Supervisor to report the relationship to their Department Manager or an Officer. Failure to do so or abide by this policy will lead to the Institute investigating appropriate disciplinary procedures against the employee. Disciplinary actions may include a warning, suspension, demotion or discharge.