



Policy Directory

Responsible Division: Finance and Administrative Services
Responsible Office: Human Resources
Issue/Revision Date: 12/01/2017

Discrimination and Harassment - Guidance

Policy:

Investigation and Confidentiality

Reports describing conduct that is inconsistent with these policies will be investigated in a prompt, fair, and impartial manner. Alcorn State University will handle complaints of discriminatory harassment, sexual harassment, or sexual misconduct discretely, with facts made available only to those who need to know to investigate and resolve the matter.

Retaliation

Alcorn State University prohibits retaliation against anyone or otherwise being involved in the process of addressing allegations of discriminatory harassment, sexual harassment, or sexual misconduct. Anyone experiencing any conduct that they believe to be retaliation should immediately report it to one of the individuals listed in *Discrimination/Harassment – Help and Advice* policy.

Resolution

If a complaint of discrimination, harassment, or sexual misconduct is found to be substantiated, appropriate sanctions will be imposed, up to and including separation of the offending party from the University, consistent with University procedures.

Reporting

All members of the University community are responsible for creating a working, learning, and living environment that is free of discrimination and harassment, including sexual harassment. Individuals in supervisory or teaching positions who are aware of conduct that may violate the Policy on *Discrimination and Harassment* are obligated to report, unless those individuals have a confidentiality privilege associated with some aspect of their work for the University but are subject to the University's reporting obligation for information learned in connection with their work for the University outside of a confidential relationship.

Vendors, Contractors, Visitors, Guests, and Third Parties

Alcorn State University's policies on discrimination, harassment, sexual harassment, and sexual misconduct apply to the conduct of the entire University community, including vendors, contractors, visitors, guests, and third parties.

Academic Freedom

Alcorn State University is firmly committed to free expression and academic freedom. However, discrimination, harassment, and retaliation described under these policies, through speech or otherwise, are not protected expression nor the proper exercise of academic freedom.

Other

1. If you believe you have been discriminated against or harassed:

- Contact one of the individuals listed in *Discrimination/Harassment – Help and Advice* policy;
- Don't blame yourself;
- Don't delay reporting a problem;
- Consider keeping a written, dated record of events

2. If you witness or become aware of possible discriminatory or harassing conduct by others:

- Contact one of the individuals listed in *Discrimination/Harassment – Help and Advice* policy

3. If you think you may have offended or harassed someone:

- Don't assume others will tell you when they feel offended or harassed by what you say and do;
- Examine how others respond to what you say and do;
- Apologize as soon as possible;
- Change your behavior

4. If you have experienced sexual violence you have options:

- Seek medical attention;
- Preserve evidence; and
- Report the incident to Campus Police and/or law enforcement

Under the *Policy on Sexual Harassments and Sexual Misconduct*, all University employees (including student employees), as well as nonemployees with teaching or supervisory authority, are obligated to promptly report sexual misconduct of which they become aware in the scope of their work for the University. Any actual or suspected occurrences should be promptly reported to the Title IX Coordinator identified on the Educational Equity and Inclusion webpage at <http://www.alcorn.edu/offices/educational-equity-and-inclusion/>, or to the Department of Education's Office of Civil Rights at www.ed.gov/about/offices/list/ocr/complaintintro.html.