



Unlawful Harassment Policy

1. Unlawful Harassment

Concordia University is committed to offering employment opportunity based on ability and performance, in a productive climate, free of unlawful discrimination and harassment. Accordingly, unlawful harassment of any kind by supervisors or co-workers will not be tolerated. In addition, Concordia University will protect employees, to the extent possible, from reported unlawful harassment by students and other non-employees in the workplace.

A. Zero Tolerance for Unlawful Harassment

Harassment because of a person's race, color, age, sex, national origin, marital status, or disability has been defined by federal and state courts and agencies as a form of unlawful discrimination. Unlawful harassment exists when:

1. Supervisors or managers make submission to such conduct either an explicit or implicit term or condition of employment (including hiring, compensation, promotion, or retention);
2. Submission to or rejection of such conduct is used by supervisors or managers as a basis for employment-related decisions such as promotion, performance evaluation, pay adjustment, discipline, work assignments, etc.

Unlawful harassment may also exist when co-workers (or non-employees, such as students or vendors) engage in such conduct, when the conduct unreasonably interferes with an employee's work performance or creates an intimidating, hostile, or offensive work environment.

Examples of unlawful harassment include, but are not limited to: unwelcome sexual flirtations (by members of the same or opposite sex), advances or propositions, unnecessary or unwelcome touching, graphic or verbal comments regarding a person's body, sexually or racially degrading terms or language, explicit or offensive jokes, verbal abuse because of a person's race, color, age, sex, national origin, marital status, or disability, or any other conduct that has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, or offensive work environment.

B. Complaint Procedure

Any employee or applicant who feels that he or she is being harassed by another employee, supervisor or any other person because of his or her race, color, age, sex, national origin, marital status, or disability must immediately bring the incident to the attention of Connie Butler, Director of Human Resources, who may be reached at 402-643-7332.

If that would prove to be uncomfortable or if the employee/applicant is not satisfied with the handling of the complaint, he or she must promptly bring the matter to the attention of David Kumm, Executive VP/CFO/COO, who may be reached at 402-643-7380.

Employees and applicants who are still not satisfied or would feel more comfortable lodging their complaint with someone else must promptly contact Jenny Roebke, Provost, who may be reached at 402-643-7374.

C. Investigative Process and Remedial Action

Concordia University will promptly and impartially investigate all allegations of discrimination and harassment. Although complete confidentiality cannot occur given our obligation to investigate, all such allegations will be kept confidential to the extent possible. Upon the conclusion of the investigation Concordia University will take appropriate corrective action if warranted. Violations of Concordia University's Unlawful Harassment Policy may result in disciplinary action, up to and including termination of employment.

D. Protection Against Retaliation

Under no circumstances will a supervisor, co-worker or student be allowed to threaten or retaliate against an employee or applicant who in good faith alleges unlawful harassment or against any individual who has participated in the investigatory process. Violations of this prohibition against retaliation may result in disciplinary action, up to and including termination of employment.

I have received a copy of Concordia University's Policy Against Unlawful Harassment ("Policy") set forth above and have either read it or have had it read to me. I acknowledge that I fully understand this Policy and agree to abide by it, and that I have been provided a copy of the Policy to keep and refer to as I deem necessary.

Employee's Name (Printed)

Employee's Signature

Date