



## Non-Discrimination & Harassment Policy

The Citadel is committed to providing a workplace that all employees are treated with respect, dignity, and equality. Our expectation is that all relationships among persons in the office will be business-like and free of bias, prejudice, and harassment. Therefore, actions, words, jokes, or comments based on an individual's sex, race, ethnicity, national origin, age, disability, religion, veteran status, sexual orientation, marital status, or any other legally protected characteristic will not be tolerated. Under this policy, any verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her protected characteristic(s) is also prohibited.

### **DEFINITIONS: DISCRIMINATION AND HARASSMENT**

#### ***1. Discrimination:***

- a) It is a violation of this Policy to discriminate in the provision of employment opportunities, benefits or privileges, to create discriminatory work conditions, or to use discriminatory evaluative standards in employment if the basis of that discriminatory treatment is, in whole or in part, the person's race, color, national origin, age, religion, disability status, gender, sexual orientation, or marital status.
- b) Discrimination of this kind may also be strictly prohibited by a variety of federal, state and local laws, including Title VII of the Civil Rights Act 1964; the Age Discrimination Act of 1975; and the Americans With Disabilities Act of 1990. This Policy is intended to comply with the prohibitions stated in these anti-discrimination laws.
- c) Discrimination in violation of this Policy will be subject to severe sanctions up to and including termination.

#### ***2. Harassment:***

Harassment, including sexual harassment, is prohibited by federal and state laws. This Policy prohibits harassment of any kind, and the office will take appropriate action swiftly to address any violations of this policy. The definition of harassment is: verbal or physical conduct designed to threaten, intimidate or coerce. Also, verbal taunting (including racial and ethnic slurs) which, in the employee's opinion, impairs his or her ability to perform his or her job.

Examples of harassment are:

- (1) Verbal: Comments which are not flattering regarding a person's nationality, origin, race, color, religion, gender, sexual orientation, age, body disability, or appearance, epithets, slurs, negative stereotyping.

(2) Non-verbal: Distribution, display or discussion of any written or graphic material that ridicules, denigrates, insults, belittles, or shows hostility or aversion toward an individual, or group because of national origin, race color, religion, age, gender, sexual orientation, pregnancy, appearance, disability, marital or other protected status.

### **REPORTING PROCEDURES & GUIDELINES**

Employees who experience or observe unlawful discrimination or harassment are encouraged to report their concerns to their immediate supervisor, Human Resources, and/or the Director of EEO/AA.

All supervisors have an affirmative duty to protect employees from discrimination and should promptly report any alleged incidents or concerns to Human Resources and/or the Director of EEO/AA.

### **INVESTIGATION OF ALLEGATIONS**

It is the policy of The Citadel to investigate reports of discrimination or harassment. Further, The Citadel prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports. Anyone found to be engaging in discriminatory or harassing behavior will be subject to disciplinary action, up to and including termination of employment.

All employees, regardless of their position, are covered by and are expected to comply with this policy and to take appropriate measures to ensure that prohibited conduct does not occur.