In accordance with our commitment to equal opportunity and our sincere belief in the dignity of each individual employee, it is our policy to prohibit all forms of harassment based on race, religion, color, sex, pregnancy, national origin, disability, age, veteran status, sexual orientation and any legally protected status, and likewise to prohibit other verbal or physical conduct of a harassing nature when an employee’s response to such conduct affects the employee’s job status or creates a hostile environment for that employee. This prohibition against harassment implies equally to coworkers, supervisory personnel, and visitors. Sexual harassment deserves special mention here. While the term “sexual harassment” applies only to unwelcome sexual conduct, we feel that the best way to avoid the possibility of improper conduct related to employment is to avoid all sexual advances, requests for sexual favors, and other such verbal or physical conduct of any kind. Activities of this kind only serve to distract employees from legitimate business concerns and serve no useful purpose within the College. Therefore, sexual conduct as described above will not be tolerated by Wofford College even if it does not rise to the level of legally actionable harassment. In order to implement the above policy, the College has adopted the following procedures:

1. Employee complaints of harassment may be made to any Department Manager or the Human Resource Office. All such complaints shall receive immediate attention of the person receiving them and should be coordinated through the Human Resource Office. If an employee does not feel comfortable reporting the harassment to any Department Manager or to the Human Resource Office, the employee should report the harassment to the Chief Financial Officer in writing or by telephone at 597-4226. If an investigation reveals that the complaint is valid, appropriate action to stop such harassment immediately and prevent its reoccurrence will be implemented.

2. Harassment of any employee by a coworker or supervisory personnel in violation of this policy will not be tolerated. If such conduct occurs, Wofford College will take immediate and appropriate corrective action.

3. Any employee who is the target of or a witness to harassment must report the harassment immediately. Every employee has the responsibility, without fear of reprisal, to bring any form of harassment, including but not limited to sexual harassment, to the College’s attention. Any employee who subjects another to harassment will be subject to disciplinary action up to and including discharge. Other improper conduct not rising to the level necessary to be categorized as unlawful harassment is also prohibited and may give rise to discipline, up to and including discharge.

Due to the sensitive nature of complaints of harassment, they should be investigated with particular care and remain, to the extent possible, confidential.