

111.11

General Policy and Information on Harassment – Staff & Administration

Revised Policy January 2006

The Seminary community reaffirms the principles set forth in its Community Life Statement wherein it is written that:

We renounce attitudes such as greed, jealousy, false pride, lust, bitterness, hostility, an unforgiving spirit and prejudice such as that based on race, sex and academic or socio-economic status.

In accordance with the above, all members of the Seminary community (students and their families, administration, faculty and staff) have a right to be free from discrimination in the form of harassment because of their status in the community, gender, race, denominational preference, age, national origin, ancestry, economic status or physically challenging condition.

Gordon-Conwell Theological Seminary will neither condone nor tolerate harassment of one member of the community by another, including sexual harassment, racial or ethnic innuendoes and derogatory remarks, or any other such activity which tends to defame, ridicule, intimidate or embarrass a community member. Harassment in this document shall cover single instances, as well as repeated instances of such behavior.

It is important for individuals who think they have been harassed to promptly report the incident. Any such complaint shall be pursued through the established appeal procedure. Allegations of harassment will be immediately investigated. The Seminary will tolerate neither mishandling of complaints by team leaders or other notified and authorized personnel, nor negative behavior responses to an individual after making a complaint. Violation of this policy will result in disciplinary action up to and including possible dismissal.

SPECIFIC POLICY ON SEXUAL HARASSMENT

For purposes of this policy, sexual harassment is defined as any type of sexually-oriented conduct, whether intentional or not, that is unwelcome and has the purpose or effect of creating a work environment that is hostile, offensive or coercive to a reasonable woman or man, as the case may be. The following are examples of conduct that, depending upon the circumstances, may constitute sexual harassment: (a) unwelcome and unwanted sexual jokes, language, epithets, advances or propositions; (b) written or oral abuse of a sexual nature, sexually degrading or vulgar words to describe an individual; (c) the display of sexually suggestive objects, pictures, posters or cartoons; (d) unwelcome and unwanted comments about an

individual's body, sexual prowess or sexual deficiencies; (e) asking questions about sexual conduct; (f) unwelcome touching, leering, whistling, brushing against the body, or suggestive, insulting or obscene comments or gestures; and (g) demanding sexual favors in exchange for favorable reviews, assignments, promotions or continued employment, or promises of the same.

If you believe that you have been the subject of sexual harassment, or any other type of harassment, subjected to a hostile, offensive or coercive work environment, or if you are not sure whether certain behavior is sexual harassment or whether it is actionable under this policy, you are strongly encouraged to immediately notify:

- your supervisor
- if the complaint is against your supervisor, to any member of the President's Leadership Team or a Director (whose work address and telephone number are listed below)
- any Director or member of the President's Leadership Team (whose work address and telephone number are listed below) if you would feel more comfortable with that person so that the Seminary may have the opportunity to investigate and deal promptly with your complaint.

All allegations of harassment will be immediately investigated by a team convened and led by the Director of Human Resources. (In a case where the Director of Human Resources is directly involved, the Executive Vice President will assume this role.) All information will be handled with the highest degree of confidentiality possible under the circumstances and with due regard for the rights and wishes of all parties. The employee who was alleged to have been harassed will be informed of the result of the investigation. If the investigation supports the allegation, the employee will be informed of the actions taken to alleviate the problem. If the employee is not satisfied by the investigation or the actions taken, he /she may pursue this issue through the Seminary's appeal process described in Section III.2.

The Seminary will tolerate neither mishandling of complaints by supervisors or other notified and authorized personnel, nor negative behavior responses to an individual after making a complaint or anyone who assists in the investigation of the complaint.

Violation of any aspect of this policy will result in disciplinary action up to and including dismissal.

Employees may also contact:

Massachusetts Commission Against Discrimination
One Ashburton Place, 6th Floor
Boston, Massachusetts 02108 (617) 727-3990

Equal Employment Opportunity Commission
One Congress Street, 10th Floor
Boston, Massachusetts 02114-2023 (617) 565-3200

President's Leadership Team

Sid Bradley 704-527-9909
Barry Corey 978-468-1111 ext. 4029
Howard Freeman.....978-468-7111 ext.4033
Bob Landrebe 978-468-7111 ext. 4112
Bill Levin 978-468-7111 ext. 4110
Alvin Padilla..... 617-983-9393
Lita Schlueter..... 978-468-7111 ext. 4060

Directors

Susan Besse.....978-468-7111 ext. 4052
David Currie.....978-468-7111 ext. 4176
Anne Doll.....978-468-7111 ext. 4141
David Horn.....978-468-7111 ext. 4142
Stephen Macchia.....978-468-7111 ext. 4028
Denev Morganthal978-468-7111 ext. 4361

Any student who feels that he/she has been harassed by any employee, faculty or student related to Gordon-Conwell Theological Seminary should consult the Student Handbook for guidance on filing a complaint or seeking counsel.

