PROCEDURES FOR COMPLAINT OF SEXUAL HARASSMENT

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1. An informal complaint is encouraged. If the complainant is not satisfied with the decision of the informal decision, the complaint may be filed. The Sexual Harassment Coordinator will present the complaint to the Director of Human Resources. The Director will review the complaint and make a decision. If the Director decides to proceed with the complaint, the director will appoint an independent investigator to conduct a formal investigation. The investigator will present the findings to the Director. If the Director makes a finding of sexual harassment, the Director will take appropriate action. If the Director finds no evidence of sexual harassment, the complainant may appeal the decision to the Sexual Harassment Coordinator. The Sexual Harassment Coordinator will present the appeal to the Director of Human Resources. The Director of Human Resources will make a final decision. If the Director of Human Resources finds no evidence of sexual harassment, the complainant may appeal the decision to the Board of Directors. The Board of Directors will make a final decision.

2. The complaint will be handled in a confidential manner. The complainant will not be sanctioned for making a complaint. The respondent will not be disciplined for responding to a complaint.

3. In the event of a complaint, the complainant will be provided with information about the complaint process. The complainant will be provided with a copy of the complaint policy. The complainant will be informed of the right to representation by counsel or an advocate. The complainant will be informed of the right to a hearing. The complainant will be informed of the right to appeal the decision.

4. The complaint will be handled in a fair and impartial manner. The complainant will be provided with an opportunity to present evidence. The respondent will be provided with an opportunity to present evidence. The complainant will be informed of the right to cross-examine the respondent.

5. The complaint will be handled in a timely manner. The Director will review the complaint within 10 business days. The Director will make a decision within 30 business days. The Director will provide the complainant with a copy of the decision within 10 business days.

6. The complainant will be provided with a copy of the complaint policy. The complainant will be informed of the right to access the complaint policy. The complainant will be informed of the right to request a copy of the complaint.

7. The complainant will be informed of the right to appeal the decision. The complainant will be informed of the right to seek assistance from the Equal Employment Opportunity Commission. The complainant will be informed of the right to seek assistance from a legal aid organization.

8. The complainant will be provided with a copy of the complaint policy. The complainant will be informed of the right to access the complaint policy. The complainant will be informed of the right to request a copy of the complaint.

9. The complainant will be informed of the right to appeal the decision. The complainant will be informed of the right to seek assistance from the Equal Employment Opportunity Commission. The complainant will be informed of the right to seek assistance from a legal aid organization.
Formal Procedures for Sexual Harassment & Retaliation Complaints

1. To begin the Formal Complaint procedures, the complainant shall complete a Formal Sexual Harassment Complaint Form. A copy of this form is attached. This form should be submitted to the EEO/Wage & Salary Officer by the complainant within ten (10) business days, if possible, if an informal procedure was initiated and has concluded.

2. Within fifteen (15) days, if possible, of receiving the formal complaint, the EEO/Wage & Salary Officer should convene the University's Sexual Harassment Committee to establish hearing procedures concerning the complaint. The committee is composed of nine (9) university employees who are appointed by the President.

3. The committee chair/designee should contact the person who allegedly engaged in the sexual harassment or retaliation, inform him/her of the basis of the complaint and allow them the opportunity to respond in writing to the alleged harassment. The alleged harasser should, if possible, respond in writing within ten (10) business days to the complaint. The response should contain full, direct, and specific responses to each claim in the complaint.

4. If the alleged harasser at this point informs the EEO/Wage & Salary Officer or the appointed committee member that he/she is guilty as charged, the appropriate university officials will address the necessary disciplinary action and a recommendation will be forwarded to the President.

5. If the alleged harasser denies the allegations made by the complainant, the University's Sexual Harassment Committee should hear and consider testimony and other evidence for the purpose of fact-finding, and make a recommendation as to the merits of the allegation.

6. If the committee believes that a violation of the policy has occurred such that discipline is warranted, any such action should reflect such corrective and remedial action that is appropriate under the particular circumstances at issue. Appropriate corrective and remedial action should end the conduct complained of and should serve to prevent it in the future. Such remedial or corrective action can include but is not limited to the following:
   - Oral and/or written reprimand
   - Counseling
   - Reassignment of duties, transfer, demotion, etc.
   - Suspension
   - Termination
   - Any combination of the above.

7. Within five (5) business days, if possible, following the conclusion of its investigation and hearing, the University's Sexual Harassment Committee should forward its findings and recommendation for action to the President. When the recommendation concerns a classified employee, the Director of Human Resources will be consulted. If a tenured faculty is recommended for termination, the Vice President of Academic Affairs will be consulted. Within twenty-one (21) business days, if possible, the President or his designee should review the Committee's recommendation and determine an appropriate course of action. The decision will be communicated to the appropriate parties. The written ruling of the President or his designee shall constitute the final decision of the university. The committee's findings and the President's decision will be forwarded to the Equal Employment Opportunity/Wage & Salary Office.

In all cases the complainant and/or those witnesses involved in the investigation of conduct alleged to be in violation of this policy should be protected against retaliation by the alleged harasser or any other individual attempting retaliation based on the filing of a complaint under this policy. Retaliation words or behavior that punish or threaten to punish a complainant for making a good faith complaint of sexual harassment under this policy are expressly prohibited by this policy.

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YOU SHOULD KNOW...

WHAT IS SEXUAL HARASSMENT

THE SEXUAL HARASSMENT POLICY AND REPORTING PROCEDURES

Sexual harassment is discriminatory, unlawful and will not be tolerated at Grambling State University. It may cause personal anguish as well as interfere with a student's academic endeavors or the career of faculty or staff. The purpose of this brochure is to define sexual harassment, and provide students, faculty, and staff with information, resources and options available to swiftly and effectively address any such behavior.

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http://euanet/eeo/shprocp.asp

Equal Employment Opportunity Office
318-274-6118