

## **8.3.10 - Harassment and Non-Discrimination Policy**

Effective Date: May 3, 2004

Revision Date: December 15, 2015

### **Purpose and Scope**

To establish a definition and policy concerning harassment and non-discrimination. This policy applies to all employees and students at all University locations.

### **Harassment**

Embry-Riddle Aeronautical University complies with all federal and state equal employment opportunity laws and strives to keep the workplace free from all forms of harassment, including, but not limited to, harassment based on:

- Gender
- Sexual Orientation and Identity
- Gender Identity
- Genetic Information
- Religion
- National Origin
- Age
- Disability
- Race, and/or
- Color
- Creed
- Protected Veteran Status and/or
- Any other status protected by federal, state or local law.

Some examples of conduct that might be considered harassment include ethnic slurs, racist jokes, pornographic e-mail, unwelcome touching, display of offensive pictures, or any other verbal or physical conduct that has the purpose or effect of creating an intimidating, hostile, or offensive work environment. Harassing or hostile behaviors such as unreasonable teasing and offhand comments of an offensive or disrespectful nature will not be tolerated. Embry-Riddle considers harassment in all forms to be a serious offense.

## **Non-discrimination**

Embry-Riddle Aeronautical University is committed to providing equal employment opportunity for all persons regardless of race, color, religion, gender, sexual orientation or identity, age, marital status, national origin, citizenship status, disability, or veteran status.

Equal opportunity extends to all aspects of the employment relationship, including hiring, transfers, promotions, training, terminations, working conditions, compensation, benefits, and other terms and conditions of employment.

## **Initial Contact**

Employees who have been subject to prohibited discrimination or harassment should immediately report the incident to their supervisor, department head, or an hr Department representative. Complaints are investigated immediately and handled as confidentially as possible. Embry-Riddle ensures that employees following this complaint procedure are protected against illegal retaliation.

Any reported violations of Equal Employment Opportunity (EEO) law or this policy will be investigated. Supervisors or employees found to have engaged in discriminatory conduct or harassment are subject to immediate disciplinary action, including possible termination of employment.

**Responsible Authority: Vice President and Chief Human Resources Officer**