

Anti-Harassment Policy

<http://www.admin-fin.gatech.edu/human/action/010700.html>

General

Discriminatory harassment of any person or group of persons on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, or veteran status is prohibited. Any employee, student, student organization, or person privileged to work or to study at the Georgia Institute of Technology who violates this policy will be subject to disciplinary action up to and including permanent exclusion from the Institute.

Every member of the Institute community is expected to uphold this policy. Faculty, students, and staff at all levels are responsible for maintaining an appropriate environment for study and work. This includes conducting themselves in a professional manner. Toward this end, the Georgia Institute of Technology supports the principle that harassment represents a failure in professional and ethical behavior that will not be condoned.

This policy and procedure is intended to facilitate an atmosphere in which, faculty staff, and students have the right to raise the issue of discriminatory harassment without fear of retaliation and to ensure that violations are fully remedied. No member of the of the Georgia Tech Community will be retaliated against for making a good faith report of alleged harassment or for participating in an investigation, proceeding, or hearing.

Definitions

Discriminatory harassment is unwelcome verbal or physical conduct directed against any person or group, based upon race, color, religion, sex, national origin, age, disability, sexual orientation, or veteran status that has the purpose or effect of creating an offensive, demeaning, or intimidating environment for that person or group of persons.

Sexual harassment is inappropriate sexually-oriented behavior or unwanted sexual attention of a persistent or offensive nature that sufficiently interferes with an employee's job performance or a student's status in an academic course, program, or activity.

Harassment must be distinguished from behavior which, even though unpleasant or disconcerting, is appropriate to the carrying out of certain instructional, advisory, or supervisory responsibilities.

One example (not intended to be exclusive) of incidents that may not be discriminatory harassment is as follows:

- In an effort to complete work in a unit, supervisors often have to make difficult decisions about working conditions and arrangements in their perspective areas. These general management decisions may not please others, but they do not constitute harassment.

Examples of Sexually Harassing Behaviors

Both men and women, as well as, persons of the same gender may be either the initiators or victims of sexual harassment. Some examples of sexually harassing behaviors that are strictly prohibited include (but are not limited to):

Physical Conduct

- Unwelcome intentional touching, patting or pinching, etc.
- Deliberate physical interference with or restriction of movement
- "Accidentally" bumping

Verbal Conduct

Oral, written or symbolic expressions that personally describe or are personally directed at a specific individual or group of identifiable individuals

- Explicit or implicit propositions to engage in sexual activity
- Comments, jokes, questions, anecdotes or remarks of a sexual nature
- Using terms of endearment, such as, honey, babe, dear, stud, or hunk when referring to co-workers or employees

Nonverbal Conduct

- Displaying sexually oriented pictures or cartoons
- Using sexually oriented screen savers
- Sexually oriented notes, faxes, letters, or email

Applicable Procedures

Bringing a Complaint

1. Any member of the Institute community who believes that he or she has been the victim of discriminatory harassment as defined above (the Complainant) should promptly report the matter to the appropriate institute officials within the offices designated to handle such complaints. The complaint must be brought within 60 calendar days of the most recent alleged harassing act.
2. The Appropriate Institute Offices where a complaint should be made are the Office of Diversity Management for incidents involving faculty and staff, and to the Dean of Students Office for incidents involving students or student claims.
3. The initial discussion between the Complainant and the Appropriate Institute Official will be handled with sensitivity and discretion. The Appropriate Institute Official will inquire into all reports of alleged sexual harassment brought to his or her attention.
4. During the initial meeting with the Appropriate Institute Official, a written summary of the complaint will be made and should be signed by the Complainant.
5. The Appropriate Institute Official will inform the alleged offender ("Respondent") of the allegation and of the identity of the Complainant, will provide him or her with a written summary of the Complaint and will proceed as set forth in the following section.

Resolution of a Complaint

1. When a Complaint is submitted, the Appropriate Institute Official will discuss the matter with the parties promptly, will notify the appropriate Dean or Vice President of the charge, and may initiate whatever steps he or she deems appropriate to affect an informal resolution of the complaint acceptable to both parties within 15 calendar days of a reported incident. If an informal resolution is reached, it will be documented in writing, approved by the Director of Diversity Management or the Dean of Students, as appropriate, and signed by the Complainant and the Respondent.
2. If an informal resolution satisfactory to the Parties is not reached within 15 calendar days after an incident is reported, or if in the sole discretion of the Appropriate Institute Official, an informal resolution is not possible; the Appropriate Institute Official will proceed with a full investigation. A report of the investigation results along with a recommendation for resolution of the Complaint and/or disciplinary action will be made to the Associate Vice President for the Office of Human Resources and/or the Dean within 60 days of the date the investigation was initiated in the ODM. The Associate Vice President for Human Resources or the Dean of Students will initiate prompt remedial or corrective action where warranted.

NOTE:

All new Georgia Tech employees shall be responsible for reading and familiarizing himself/herself with the contents of the Institute's policy manuals. The manuals may be found on <http://www.admin-fin.gatech.edu/?page=policies>.

General Work Rules Policy

<http://www.admin-fin.gatech.edu/human/discipline/050900.html>

General

It is important that each employee's conduct and performance support and promote Institute and department goals. Review the following rules to serve as a guide in achieving these goals:

Major Rule Violations

Major offenses include any willful, deliberate violation of Institute or safety rules of such a degree that continued employment of the individual may not be desirable. The following are examples of some offenses that may subject an employee to immediate discharge without warning:

1. Any negligent act that might endanger the safety or lives of others or that might result in damage to or destruction of Institute property.
2. Insubordination or refusal to perform work assignments properly.
3. Willful, deliberate, or repeated violations of safety rules.
4. Willfully falsifying any Institution records.
5. Leaving Georgia Tech premises during working hours without permission of a supervisor.
6. Deliberately abusing, destroying, damaging, or defacing Institute property or the property of others on Georgia Tech premises.
7. Gambling, possession or use of liquor or narcotics, or the possession of firearms or other dangerous weapons on Institute premises.
8. Fighting on Georgia Tech premises.
9. Failure to return to work on expiration of vacation or leave of absence.
10. Disclosure of confidential Institute information to unauthorized persons.
11. Taking Institute or other employee's property for one's own use.
12. Repeated failure to meet financial obligations.
13. Sexual misconduct.
14. Failure to cooperate fully in an authorized internal investigation.

Minor Rule

Rule violations of a minor nature include violations that may affect the continuity, efficiency of safety or work and will not be tolerated if repeated. Minor rule violations may result in either verbal or written warnings to the employee; however, repeated violations could lead to suspension and possibly termination. The following are examples of minor rule violations that may result in either verbal or written warnings to the employee:

1. Excessive tardiness or absenteeism.
2. Failure to notify the supervisor within the first two hours after start of shift on first day of absence.
3. Failure to observe department working-hour schedules.
4. Unsatisfactory work performance.
5. Loafing or other abuse of time during assigned working hours.
6. Interfering with another employee's performance of duties.
7. Leaving regularly assigned work location without notifying the immediate supervisor (personal needs excepted).
8. Performing unauthorized personal work on Georgia Tech time.
9. Defacing bulletin boards or notices posted thereon.
10. Minor violations of safety rules.
11. Using Institute resources for personal work.

The above lists are not intended to be all inclusive.

Georgia is an employment at will state. Cause is not necessary to terminate employment.

Policy Acknowledgement

Once you have read and understood the Anti-Harassment and General Work Rules policies, please complete the form below.

I acknowledge that I have read and understand the Institute's Anti- Harassment Policy and the General Work Rules Policy.

Print Name

GT ID Number (on Buzz Card)

Signature

Date

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