Southern New Hampshire University (SNHU) seeks to provide all employees a work environment that encourages productive activity and mutual respect. To accomplish this, SNHU will not tolerate discrimination or harassment described in this policy by any person and will deal severely with anyone who engages in discrimination or harassment. Therefore, it shall be SNHU's policy to prohibit discrimination or harassment of employees based upon their race, color, sex, age, national origin, genetic information, citizenship, religion, disability, sexual orientation or marital status. Sex discrimination encompasses sexual harassment and sexual violence and is prohibited under Title IX.

Harassment is serious or pervasive and offensive conduct directed toward an employee because of his/her race, color, sex, age, national origin, citizenship, religion, disability, genetic information, sexual orientation or marital status. Most harassment starts out as offensive and inappropriate conduct which will not be tolerated by SNHU. In many cases, the person who is offended can stop the conduct by telling the other person that he/she is offended and expects the other person to stop; the person must immediately stop that conduct. SNHU encourages this kind of forthright communication. SNHU wants to assure that all employees are not subjected to harassment or inappropriate conduct; however, if the offensive behavior continues, the offended person should contact his/her supervisor and/or the Office of Human Resources for assistance.

Sexual harassment is difficult to define. It generally is serious or pervasive offensive conduct which is directed toward an employee because of his/her sex and is unwelcomed by the employee. It also generally has a sexual or sexist component. Certain conduct is more offensive to some people than others. However, the basic guideline which SNHU will follow is that physical touching not required by the job is not appropriate. Likewise, discussions, jokes or remarks involving sex, sexual matters, propositions, physical makeup or gender-stereotyping are prohibited. While impossible to list all types of prohibited conduct, the following are examples of such behavior:

- unnecessary touching
- brushing against someone
- comments or slurs of a sexual or sexist nature
- cartoons or pictures that deal with a sexual or sexist subject
- pressuring someone to go on a date
- dirty or offensive jokes or comments of a sexual or sexist nature

Anyone who has information regarding any prohibited conduct described above should notify his/her supervisor or either the Vice President of Human Resources & Development or the Director of Human Resources. The supervisor will involve Human Resources as soon as he/she is
aware of a situation of harassment or inappropriate behavior by another employee, supervisor or non-employee.

Once notified, a Human Resource Representative will undertake a prompt, equitable and impartial investigation of the conduct, keeping information as confidential as possible. All persons involved in the investigation must cooperate fully, deliver truthful statements and use their best judgment under this policy. Individuals who participate in the investigation shall not be retaliated against in any way. Those who engage in retaliatory behavior will be subject to disciplinary action.

Any person who is found to be responsible for harassment or inappropriate conduct will be subject to appropriate discipline, the severity of which will be decided upon by the Vice President of Human Resources & Development and/or the Director of Human Resources and based on the circumstances of the case. Discipline could involve, as an example, a warning, suspension, demotion or discharge. If the responsible individual is a non-employee, SNHU will take appropriate steps to protect the employee.

In addition to the above, if you believe you have been subjected to sexual harassment, you may file a formal complaint with the appropriate government agencies. Using the SNHU complaint process does not prohibit you from filing a complaint with external agencies.