



RESPONSIBLE DEPARTMENT:
Office of People & Culture

LAST DATE REVIEWED:
10/5/2020

EFFECTIVE DATE: October 5, 2020

TITLE: Anti-Discrimination and Harassment Policy

PURPOSE: Lancaster Bible College is committed to a work environment in which all people are treated with respect and dignity. Each person deserves to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. It is the policy of Lancaster Bible College to strictly prohibit any conduct which constitutes discrimination or harassment and to discipline any employee or student guilty of committing such conduct. This policy is based on the Biblical principles of purity and on Title VI and Title VII of the 1964 Civil Rights Act and Court decisions.

It is the responsibility of Lancaster Bible College supervisors, management, and all LBC employees and students to live and work together in a way that honors God and adheres to this policy.

APPLIES TO: These policies apply to all applicants and employees, faculty and students, and prohibit harassment, discrimination, and retaliation whether engaged in by fellow employees, by a supervisor or manager, by students, or by someone not directly connected to LBC (e.g., an outside vendor, consultant or costumer).

Lancaster Bible College also maintains a Sexual Misconduct and Grievance procedure in accordance with Title IX of the Education Amendments Act, and will evaluate complaints that raise violations of Title IX under that Policy.

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I. DEFINITION AND TYPES OF HARASSMENT

A. Sexual Harassment

1. Sexual harassment is a form of illegal sex discrimination. This Policy and the College's Sexual Misconduct Policy protect both men and women from harassment, which includes same-sex harassment. Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- 1.1 Submission to such conduct is made or threatened to be made, either explicitly or implicitly, a term or condition of an individual's employment or education;
- 1.2 Submission to or rejection of such conduct by an individual is used or threatened to be used as the basis for academic or employment decisions affecting that individual; or

1.3 Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating what a reasonable person would perceive is an intimidating, hostile, or offensive employment, educational, or living environment.

Examples of conduct or actions that may constitute sexual harassment include, but are not limited to, the following:

- Offering or implying a reward (e.g., a promotion, raise, better grade, a letter of recommendation, assistance in obtaining grants or fellowships, or admission to any educational program or activity) in exchange for sexual favors or submission to sexual conduct;
- Threats or implications that a person's employment, wages, grade, promotional or other conditions of employment or education may be adversely affected by not submitting to sexual advances;
- Engaging in unwelcome sexual propositions, invitations and solicitations;
- Using unwelcome sexually degrading language, sexual jokes, innuendos, or gestures or making unwelcome suggestive or insulting sounds, such as whistling and cat calls;
- Displaying sexually suggestive objects, pictures, graffiti and/or any electronic visual images that are unrelated to an academic purpose;
- Displaying or transmitting sexually suggestive electronic content, including inappropriate e-mails, text messages, links to websites and social media postings, which includes cyberbullying;
- Repeatedly asking/pressuring someone for a date or a romantic or intimate relationship after the person has expressed disinterest;
- Making unnecessary and unwelcome physical contact, such as hugging and touching, ("non-consensual sexual contact")
- Commenting on a person's body, dress, appearance, or sexual activities
- Engaging in sexual violence

B. Other Types of Harassment

1. Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, national origin, age, disability, alienage or citizenship status, marital status, creed, genetic predisposition or carrier status, or any other characteristic protected by law, and that: (i) has the purpose or effect of creating an intimidating, hostile or offensive work or educational environment; (ii) has the purpose or effect of unreasonably interfering with an individual's work or academic performance; or (iii) otherwise adversely affects an individual's employment or educational opportunities.
2. Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts, denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through electronic means) based upon his or her membership in a protected class.

II. SCOPE

Conduct prohibited by these policies is unacceptable in the workplace, on campus, and in any work-related setting or academic activity outside the workplace, such as during college trips, college business meetings and college-related social events.

Lancaster Bible College prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action.

III. PROCEDURE

Individuals who believe they are the victim of discrimination, harassment or retaliation, or who observe another person subject to such discrimination or harassment, are required to promptly report the facts of the incident to the Director of People & Culture or their supervisor (for employees) or the Associate Provost for Student Success (for students). We will promptly conduct an investigation. To the extent possible, the investigation will be conducted in a confidential manner and information will be communicated only to those persons who have a need to know. In all cases, we will advise the employee or student of the conclusions.

The following procedure will be followed to investigate complaints of discrimination or harassment.

1. Complainant reports behavior to the Director of People & Culture or the complainant's supervisor (for employees) or the Associate Provost for Student Success (for students). If the report involves conduct prohibited under Title IX, the College will refer the matter to the Title IX coordinator and follow its Sexual Misconduct Policy.
2. Complainant is requested to complete a Discrimination or Harassment Incident Report (attached) with the Director of People & Culture or the complainant's supervisor (for employees) or the Associate Provost for Student Success (for Students).
3. Within 1-3 working days, Director of People & Culture (for employees) or the Associate Provost for Student Success (for students) will conduct an investigation of allegation(s) of discrimination or harassment.
4. Following the investigation, the complainant will be informed of the findings within five working days and will be advised of future procedures if any are necessary.
5. If the issues are not adequately resolved for the complainant, the complainant may appeal the findings to the President.
6. The President will evaluate the findings recommendations and process of the investigation. If warranted, a full or partial re-investigation may be initiated.

After appropriate investigation, any employee who is found to have engaged in discrimination or harassment of another employee or to have retaliated against anyone who complained of discrimination or harassment or participated in an investigation of such discrimination or harassment, will be subject to appropriate disciplinary action and may be subject to immediate discharge.

APPROVAL: (I)

Approved by the College Administration (10/17/90), the Personnel Committee of the Board (11/5/90), and the Board of Trustees (11/27/90). (*Wording revisions 8/18/03, 10/8/2010, 3/12/2012, 7/18/19*)

President _____ Date _____

Originally - November 27, 1990

OFFICE OF PEOPLE & CULTURE
OFFICE OF STUDENT AFFAIRS
LANCASTER BIBLE COLLEGE
LANCASTER, PENNSYLVANIA 17601

Discrimination and Harassment Incident Report

1. Name of Complainant: _____

2. Circle the Appropriate Classification: Employee Student Other _____

3. Address: _____ Telephone Number: _____

City: _____ State and Zip: _____

Email Address: _____

4. Name of Respondent(s): _____

5. Circle the Appropriate Classification: Employee Student Other _____

6. Date(s) on which incident(s) occurred: _____

7. List all witnesses:

NAME	ADDRESS	CITY, STATE, ZIP	PHONE
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

OVER

8. Please write a statement that includes who, when, where, and what specific actions took place. Be as specific as possible. (Attach additional pages if necessary)

9. What would be your desired outcome as a result of the investigation?

Complainant Signature

Date

Lancaster Bible College Management Representative (Print name and title)

Lancaster Bible College Management Representative - Signature

Date