

LANCASTER BIBLE COLLEGE  
HUMAN RESOURCES POLICY

**TITLE: Prevention of Discrimination and Harassment**

**POLICY**

Lancaster Bible College is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. Therefore it is the policy of Lancaster Bible College to strictly prohibit any conduct which constitutes 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 VII of the 1964 Civil Rights Act and Court decisions.

**RESPONSIBILITY**

It is the responsibility of the Lancaster Bible College supervisor's, management, and all LBC employees to ensure strict conformity with the practices and procedures outlined in this policy.

**DEFINITION** (Also referenced in LBC Sexual Misconduct Policy)

- a. Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: (i) submission to such conduct is made either explicitly or implicitly as term or condition of an individual's employment; (ii) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (iii) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.
- b. Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, catcalls or touching ; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail); and other physical, verbal, or visual conduct of a sexual nature. Gender-based harassment that is, harassment not involving sexual activity or language (e.g., male manager yells only at female employees and not males) may also constitute discrimination if it is severe or pervasive and directed at employees because of their gender.
- c. 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 or that of his/her relatives, friends, or associates, and that: (i) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (ii) has the purpose or effect of unreasonably interfering with an individual's work performance; or (iii) otherwise adversely affects an individual's employment opportunities.

- d. 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).

## **SCOPE**

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

Conduct prohibited by these policies is unacceptable in the workplace (on campus) and in any work-related setting 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.

## **PROCEDURE**

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

1. Complainant reports behavior to the Office of People Development & Human Resources (PDHR) or the complainant's supervisor (for employees) or the Vice President for Student Services (for students).
2. Complainant files Sexual Harassment Incident Report (attached) with the Director of PDHR or the complainant's supervisor (for employees) or the Vice President for Student Services (for students).
3. Within 1 – 3 working days, the Office of Human Resources or the complainant's supervisor (for employees) or the Vice President for Student Services (for students) investigates allegation(s) of harassment.
4. Following the investigation, the accused will be informed within five working days and will be advised of future procedures if any are necessary.

5. If the issue is not adequately resolved for the complainant, the complainant may appeal the findings to the President and/or a Cabinet level administrator. They in turn, may investigate the alleged incident(s) of harassment.
6. Based upon the results of the investigation, the President will take appropriate action regarding the matter.

**APPROVAL: (1)**

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*)

President *Peter W. League* Date *3/21/12*

IMPLEMENTATION: OFFICE OF PEOPLE DEVELOPMENT AND HUMAN RESOURCES

Originally - November 27, 1990

OFFICE OF PEOPLE DEVELOPMENT & HUMAN RESOURCES  
LANCASTER BIBLE COLLEGE  
LANCASTER, PENNSYLVANIA 17601

Sexual 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: \_\_\_\_\_
  
5. Circle the Appropriate Classification: Employee Student Other \_\_\_\_\_
  
6. Date on which incident occurred: \_\_\_\_\_ (If more than one incident,  
please report each incident on a separate form.)
  
7. List all witnesses:

| NAME | ADDRESS | CITY, STATE, ZIP | PHONE NO. |
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