



WHITTIER  
1887  
COLLEGE

## Sexual Harassment Policy

### Eliminating Workplace Harassment And Discrimination

Whittier College is committed to providing a workplace free of discrimination and harassment based on such factors as race, religion, sex, pregnancy, childbirth, national origin, ancestry, age, physical disability, mental disability, medical condition, marital status, sexual orientation, family care leave status, or veteran status.

Whittier College prohibits discrimination and harassment of employees by managers, supervisors, and co-workers. Similarly, we will not tolerate discrimination and harassment by employees of non-employees. The Company will also attempt to protect employees from harassment by non-employees in the workplace.

Harassment includes verbal, written, physical, or visual conduct that creates an intimidating, offensive, or hostile working environment or that interferes with work performance. Harassing conduct may take many forms such as slurs, jokes, statements, letters, notes, gestures, pictures, or cartoons regarding an employee's race, color, religion, sex, national origin, ancestry, age, physical disability, mental disability, medical condition, marital status, sexual orientation, family care leave status, or veteran status.

*Reporting:* Any incident of discrimination or harassment should be reported promptly to your supervisor, to any other manager, or to the Human Resources Manager. The Company emphasizes that you are not required to complain to your supervisor if that supervisor is the one discriminating or harassing you or if you are uncomfortable doing so.

*Investigation:* Every reported complaint of discrimination or harassment will be investigated thoroughly, promptly, and with as much confidentiality as possible. Also, Whittier College prohibits retaliation against any employee for cooperating in an investigation or for making a complaint.

*Discipline:* If an employee discriminates or harasses another person, the discriminating or harassing employee will be disciplined. Disciplinary action may range from warnings to immediate termination, depending on the circumstances. If a non-employee harasses an employee, corrective action will be taken after the appropriate management personnel are consulted.

Discrimination, Harassment, and Retaliation are Illegal: Discrimination, harassment, and retaliation for opposing illegal discrimination or harassment or for participating in investigations are illegal. In addition to notifying the Company about any discrimination, harassment, or

retaliation, employees may complain to the Equal Employment Opportunity Commission (EEOC) or your state fair employment agency.

The EEOC will review your complaint and determine whether to file a lawsuit in court. The deadline for filing complaints with the EEOC is usually 180 days after the unlawful conduct. However, if you are in a state in which a state agency enforces anti-discrimination laws, you must first file a complaint with the state agency.

For information about contacting the EEOC, please see the posted notice regarding discrimination and harassment or check the federal government listings in the local telephone directory.



WHITTIER COLLEGE and WHITTIER LAW SCHOOL

**SEXUAL HARASSMENT POLICY**

As an employee of Whittier College or Whittier Law School, I acknowledge that I have received and read a copy of the Sexual Harassment Policy as of the date recorded below.

Name (please print): \_\_\_\_\_

Department: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_